

**Response to Vendor Questions for the RFQ for:**

**On-Demand, App Based Electric Vehicle Microtransit Service Schedules A, B, C, D, E and F**

**Service Areas & Related Operational Parameters**

**1. Please clarify the requirements found in Paragraph 2, under Schedules A – F: Service Requirements, on Page 5.**

As stated in the RFQ, all passenger trips must stay entirely within one service area, or zone. In addition to this requirement, all passenger trips must at least either initiate or terminate at a Park City Transit bus stop, with one exception – for those passengers making a trip between two points within the same zone, where both points are a quarter mile or greater away from the nearest bus stop, it is permitted that those passenger trips neither initiate nor terminate at a bus stop. Any changes to the zones and corresponding service requirements outlined in the RFQ shall be in writing and mutually agreed upon during contract negotiations.

**2. Do you have better resolution images of the maps on pages 36 and 37?**

Better resolution images of the maps found on pages 36 and 37 of the RFQ can be found attached to the end of this document.

To further clarify, the zones illustrated in the RFQ are meant to facilitate convenient connections to those bus stops that play the role of major hubs in the Park City Transit network. In Figures 1 and 2 in the RFQ, many lines between zones are drawn along local roadways, but it should be assumed that any given zone fully includes transit stops on both sides of the roadway. For example, Zones A and D shall include and serve the Park Ave Condos stop on the west side of Park Ave/SR-224, and Zone B shall include and serve the Fresh Market stop on the east side of Park Ave/SR-224. All of the defined service areas include at least one major transit hub, as per the table below, and shall facilitate connections to both inbound and outbound fixed route services at that hub or hubs.

Service Area	Old Town Transit Center	Fresh Market/Park Ave Condos	Canyons Transit Hub
A	X	X	
B		X	
C	X		
D		X	
E	X		
F			X

**3. The service area map shows 'B + D,' for example. What does this mean?**

The area designated 'B + D' belongs both to zones B and D. Subject to all other requirements outlined in the RFQ, a passenger trip, for example, may travel from 'B + D' to 'B' or vice versa, or for 'B + D' to 'D' and vice versa, but not from 'B' to 'D' or vice versa.

**4. Is the City willing to consider point-to-point travel, to and from any location, within each of the specified zones?**

Per the RFQ and clarification above, it is permitted that passenger trips between two points, where both points are more than a quarter mile from a transit stop, be served with point-to-point service.

**5. It would be helpful to have a GPX or KML file format map of the service areas. Can this be provided?**

A .kmz file format of the service area maps can be provided via email request to [matthew.hartnett@parkcity.org](mailto:matthew.hartnett@parkcity.org).

**6. Please clarify the service areas shown in Attachment B. Is there overlap between zones? Please clarify the meaning of those areas designated with multiple letter identifiers – for example, Zone B + D.**

Please see answers to the above.

**7. Is it permitted to deliver a passenger door-to-door from one zone to another, for example from Zone B to Zone D?**

No.

**8. Should passengers flag down a microtransit vehicle, what are the requirements dictating where they can ride to and from?**

The requirements are the same as if the passenger(s) had used the app to hail their ride.

**Vehicle Requirements**

**9. Is the vendor expected to specify two or three vehicle options in their proposal?**

Two.

**10. Can the vendor propose the use of hybrid vehicles?**

Yes. An addendum to the RFQ has been prepared to allow for hybrid vehicles.

**11. How will hybrid vs. electric vehicles be weighed in the City's evaluation of submitted proposals?**

It is the City's preference to deliver this service using fully electric vehicles that can safely operate in Park City year-round. This will be a consideration of the selection committee.

**12. Can the vendor propose vehicles with fewer than four passenger seats?**

Consistent with the RFQ, service vehicles must have no fewer than four seats for passengers (that is, not including the driver's).

**13. Besides a Tesla, are there additional fully electric vehicles that satisfy the requirements specified in the RFQ?**

The vendor should propose vehicles that meet the service requirements outlined in the RFQ. An addendum to the RFQ has been prepared to allow for hybrid vehicles.

**14. Do any spare vehicles have to satisfy the same specifications specified in the RFQ?**

Yes.

**Marketing, Branding, & Advertising**

**15. Has the City identified a budget for the marketing efforts outlined in Paragraph 21 on Page 8? Will the City share the costs of the marketing efforts or does the burden fall entirely on the vendor?**

The City has the expectation that funds for marketing efforts will be included in the overall budget for this project and corresponding costs should be included in the vendor's proposal. Additional marketing will occur through the City's Public Works Department as part of marketing the broader Park City Transit system.

**16. Concerning Paragraph 21 on Page 8, who is responsible for costs incurred to wrap the vehicles? Can the vendor elect to mark the vehicle with a smaller logo or sticker(s) rather than a full wrap?**

Any costs incurred to wrap or mark the vehicles should be included in the costs detailed in the vendor's proposal. The vendor is welcome to propose any method of marking the vehicles, subject to City approval, that positively identifies the vehicles as providing the proposed microtransit service.

**17. Does the vendor collect all advertising revenues?**

Any advertising contracts negotiated between the vendor and a third party would be the responsibility of the vendor and revenues collected would be used at discretion of the vendor. Per the RFQ, any advertising is subject to the written consent of the City. It should be assumed that advertising on the exterior of the vehicles will not be approved.

**Term & Timeline**

**18. Is it possible to start the contract earlier than 'the winter of 2017?'**

Start-up date will be determined as part of contract negotiations.

**19. Please clarify the City's anticipated timeline relating to notification of a contract extension or termination.**

The City will perform an ongoing evaluation of the program throughout the pilot program in order to make this determination.

**20. Please describe the City's anticipated timeline following the deadline for submittal of RFQs.**

It is anticipated that staff will make a recommendation to City Council as part of the scheduled August 31<sup>st</sup> meeting.

### **Costs and Payment for Services**

**21. Does the vendor take on the risk associated with the costs of buying or leasing vehicles to provide this service?**

Yes.

**22. Who pays to install charging stations for the vehicles?**

The vendor shall estimate these costs and include it in their proposal. However, the responsible party (either the vendor or the City) for the install of this infrastructure shall be determined during contract negotiations.

**23. If the City does not extend the contract beyond the initial pilot period, please clarify procedures related to reconciling the vendor's capital costs for vehicles and charging infrastructure.**

This will be determined during contract negotiations, should the City choose to award this contract.

**24. Concerning Paragraph 17 on Page 8, does payment for services encompass capital costs incurred by the vendor?**

Payment includes any and all costs associated with providing this service for the life of the pilot project as agreed to during contract negotiations.

**25. Please define what a contract close-out cost is and is not.**

Payment includes any and all costs associated with providing this service for the life of the pilot project as agreed to during contract negotiations.

**26. Does the City expect to see line items for all costs?**

Yes.

**27. If the winning company submitted an invoice October 1 for upfront costs would that be paid in 30 days? Or is the cost of the project divided up over the six-month term of the contract?**

This will be determined during contract negotiations.

## General

### **28. How is this Request for Statement of Qualifications/Request for Quote different from the previous Request for Proposals?**

The vendor should compare previous RFP with current RFQ to determine modifications.

### **29. Is this a different bid/RFP, or is it the same being reissued?**

The vendor should compare previous RFP with current RFQ to determine modifications.

### **30. What is the City's vision as it relates to this service?**

The City's vision for transportation, including this service, can be found in various planning documents, including, but not necessarily limited to, the 2014 General Plan, the 2011 Traffic and Transportation Master Plan, the 2016 Transportation Demand Management Plan, and the 2016 Short Range Transit Development Plan. These documents can be found at [www.parkcity.org](http://www.parkcity.org).

### **31. Can measures of success for the pilot program be clarified?**

The program will be evaluated during and at the end of the pilot project to determine success. The City will take a multi-pronged approach to evaluate if this service is a cost-efficient means of advancing the City's ultimate goals of reducing single occupancy vehicles and vehicle miles traveled.

## Other Operational Parameters

### **32. Can the requested service function in a capacity similar to that of uber-pool?**

This will be determined during contract negotiations.

### **33. Can the vehicles be used for private enterprise outside of the service hours defined in the RFQ?**

No.

### **34. Please provide more detail concerning the vendor's ability to access the Public Works garage?**

This will be determined during contract negotiations.

### **35. Can exceptions be made to the requirements specified in Paragraph 2 on Page 5 in the case of inclement weather?**

This will be determined during contract negotiations.

### **36. Can the vendor offer multiple service levels? For example, can the vendor provide free rides consistent with the RFQ, but also provide priced rides subject to different requirements?**

Vendors should specify and provide the requested service levels outlined in the RFQ.

**37. Will the vehicles being used to provide this service have any preferential access on local roadways – for example, in a bus lane?**

This will be determined during contract negotiations.

**38. Will there be communications coordination with Park City Transit dispatch and bus drivers? Will fixed route buses be held in order to coordinate transfers for passengers aboard the microtransit service?**

This will be determined during contract negotiations.

### **Mobile Application**

**39. Does the City wish to use the vendor that provides the existing app, or would the City be open to using a different vendor?**

The vendor should propose an appropriate app as requested in the RFQ.

**40. Who is the vendor for the myStop app? Can you provide the contact information for that vendor? Does the myStop app have API documentation? If so, can you please provide it.**

Avail Technologies, Inc. More information can be found on their website: [availtec.com](http://availtec.com).

### **Evaluation**

**41. Is there a minimum number of zones the vendor must bid? How are proposals weighed based on the number of schedules bid?**

The vendor is welcome to bid on any and any number of schedules, or zones, specified in the RFQ. The City, at its discretion, may award the bid for any number of schedules. The schedules, or zones, are not weighted.

**42. Can the City provide a matrix, or rubric, that detail how proposals will be scored?**

Please refer to the RFQ for proposal requirements and evaluation process.

**43. Does the City have a preference for modularity? For example, is the City looking for a number of alternatives or a single best strategy?**

The vendor should provide a proposal as requested in the RFQ.

**44. What is the City looking for in proposals relating to, for example, use of hybrid vs. electric vehicles or driver tips vs. no driver tips?**

The vendor should provide a proposal as requested in the RFQ.

## Funding

**45. Have there been any studies on this service model and anticipated levels of ridership? Please describe the City's commitment to sustaining this program. What will be the source of funding?**

The City completed a 2016 Short Range Transit Development Plan that supports the implementation of this type of service. The City's commitment to transportation improvements and services, including specifically this service, can be found in various planning documents, including, but not necessarily limited to, the 2014 General Plan, the 2011 Traffic and Transportation Master Plan, the 2016 Transportation Demand Management Plan, and the 2016 Short Range Transit Development Plan. These documents can be found at [www.parkcity.org](http://www.parkcity.org). This pilot program will be funded using non-Federal dollars.

**46. Are FTA funds being used finance this project?**

No.

## Miscellaneous

**47. Please clarify any requirements and expectations relating to accessibility/ADA for this requested service.**

It is assumed the ADA requirements will be adhered to through the City's existing dial-a-ride paratransit service.

**48. Please clarify Question 6 on Page 11 as it relates to Kimball Junction employees, as Kimball Junction is not included in any of the shown service areas.**

Information regarding the origin and destination of Kimball Junction employees is valuable to the City and County, as this microtransit service would still connect to Kimball Junction via existing fixed route bus services.

**49. Is there a minimum number of vehicles that the City recommends?**

No. The vendor should propose a number of vehicles commiserate with the service level requirements specified in the RFQ.

**50. Am I correct in understanding that the City is requesting two vehicles per zone?**

No. The vendor should propose a number of vehicles commiserate with the service level requirements specified in the RFQ.

**51. Please clarify Question 7 on Page 11. Will the vendor be penalized for times at which a spare vehicle (used to help deliver a certain level of service) is idle?**

No.

**52. Please clarify Question 6 on Page 11.**

Currently, the City does not have a City-wide tap-on, tap-off system.

**53. Concerning the first point found on Page 12, please clarify what is the City's standard contract.**

The vendor should expect a standard contract to resemble the Professional Services Agreement found in Attachment A in this RFQ. Final terms and conditions will be determined during contract negotiations.

**54. Concerning Paragraph 23 on Page 8, what data are the City requesting be shared?**

These data are specified in Paragraph 13 on Page 7. Other information may be requested at the discretion of the City.

**55. Why is general liability insurance specified at a limit of no less than two million dollars? Why does the vendor need to provide general liability insurance and workers compensation?**

This will be determined during contract negotiations.

**56. Are there any additional requirements to be associated with special events such as the Sundance Film Festival?**

This will be determined during contract negotiations.

**57. Does the City have tap-on/tap-off systems on its buses today? If so, please describe these systems.**

Currently, the City does not have a City-wide tap-on, tap-off system.

**58. Please describe snow removal operations within the service areas shown in the RFQ?**

Park City maintains high levels of service with respect to snow removal operations. However, given the nature of its winters, the vendor should fully expect that service vehicles may be operating in wet, snowy, icy or otherwise challenging winter conditions. Per Paragraph 14 on Page 7 of the RFQ, in cases of extreme weather, accommodations may be made for the vendor to cease operations without penalty.

**59. Would the City be willing to dedicate eight parking spaces for a supercharging station? If so, where would that be?**

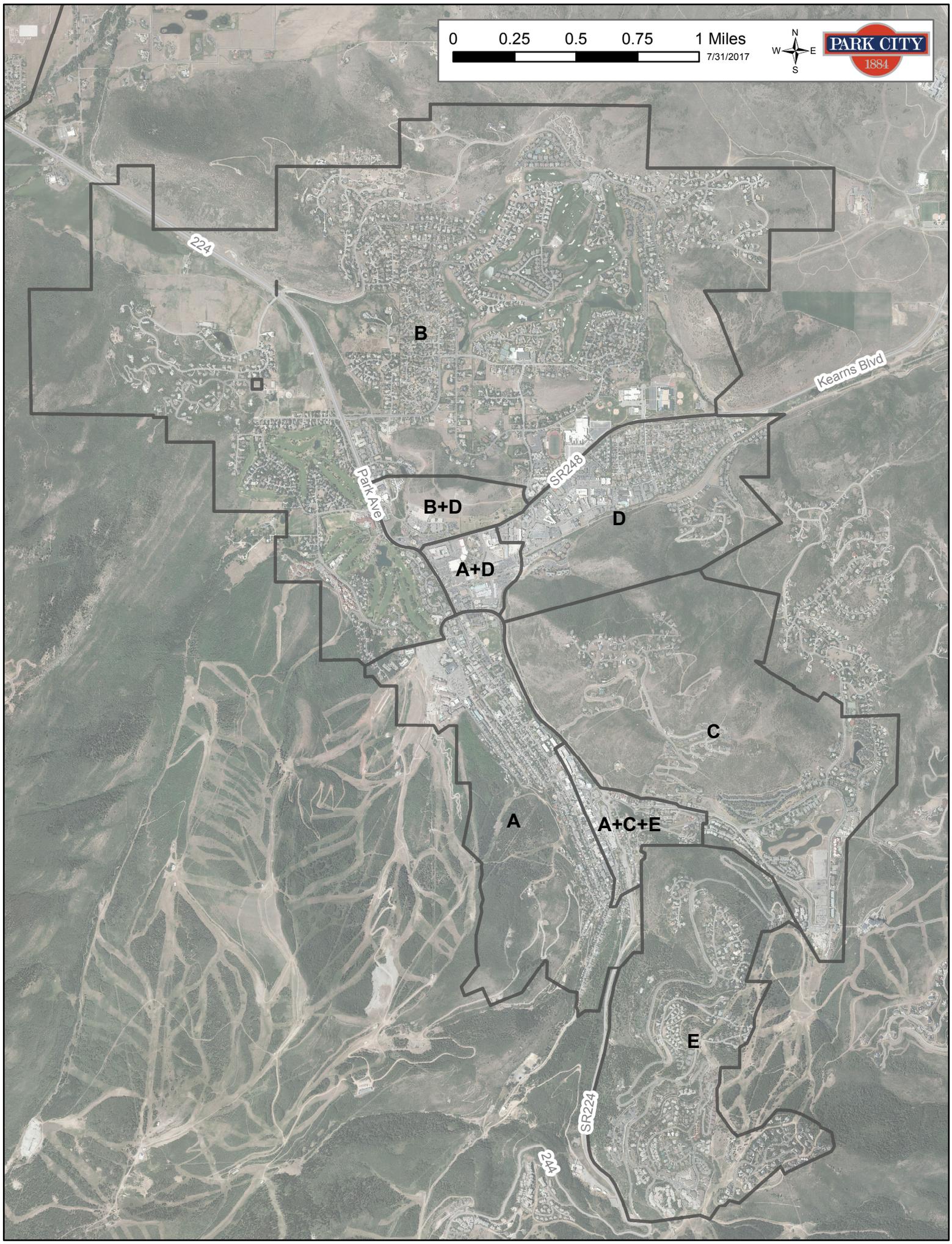
This will be determined during contract negotiations. It is assumed that all vehicles will be stored at the Public Works garage on Iron Horse Drive.

**60. Through GRAMA request, can we access submitted proposals from the first issue of the RFP?**

Any GRAMA requests and potential release of information associated with the last RFP process will be evaluated by Park City's City Attorney's Office on a case-by-case basis.

0 0.25 0.5 0.75 1 Miles

7/31/2017



224

B

Kearns Blvd

Park Ave

B+D

SR248

D

A+D

C

A

A+C+E

E

SR224

224

0 0.15 0.3 0.45 Miles

7/31/2017

