

**City of Pendleton Transit Program
Personal/Professional Administrative Service Contract Tasks**

Contractor will provide transportation implementation and assistance to the City of Pendleton Transit program. The City of Pendleton website "Pendleton.or.us/finance/page/transportation" provides information about transportation services provided by the City of Pendleton. The proposed contracted service duties include office and field work and some travel for ODOT conferences or trainings. The services will include duties to administer the City of Pendleton Transit program with consistent reliable support and services.

The City reserves to right to cancel the bid solicitation and award if based on best outcome for the City. Current service time requirement averages than 20 hours a week, although some weeks require more hours than other weeks. We would expect this may average approximately 20 to 25 hours a week during a learning curve. The City will not provide office space for the contractor but will allow access to transit records on site.

The contract would be for a two year period beginning July 1, 2023 and continue through June 30, 2025. Extension of this contract may be awarded for an additional two years if both parties mutually agree upon a negotiated price at the time of renewal and grant funds are available. Possible start date could begin sooner for training opportunity.

SCOPE OF DUTIES

Administrative Office work may include all of the following:

- Attend required ODOT meetings and grant application meetings.
- Prepare transit grant applications to include operations, administrative, mobility management and capital outlay. Submit before stated deadlines.
- Prepare paperwork and research for purchase of transit equipment, goods and services within the City and ODOT purchasing policies with grant funds.
- Bid and write contracts with transit mobility service providers.
- Recommend ticket allocations to Finance Director for Senior/Disabled and Elite Taxi distributions
- Notice, conduct and take minutes for City Transportation Committee meetings every 2 months.
- Provide annual reports to the City Council on Transportation service and projects as requested.
- Prepare timely quarterly reports to include, STIF, STF, ODOT and Umatilla County reports. This includes entering and providing statistics on reporting.
- Requesting timely reimbursements from the State and County.
- Assistance in compliance with ODOT drug and alcohol regulations and audits.
- Prepare ODOT NTD annual reports by ODOT deadlines.
- Keep policies updated including the Transit Rider guide, Civil Rights and others as assigned.
- Attend monthly Region 5 phone conferences.
- Represent the City at Umatilla County STIF meetings.
- Liaison between City transit provider and riders.
- Take customer complaints when applicable.
- Update Finance Director monthly on projects and funding issues.
- Assist in any Transportation System Program updates as assigned.
- Advise on transit system efficiencies as observed.

Learn and administer ltransit program and capabilities.
Propose and conduct transit marketing opportunities based on budget availability.
Assist on the administrative duties with the bus barn construction.
Other transit duties as assigned.

Field Work

Twice a month, visit all bus stops to ensure current information is displayed as appropriate. Verify no hazards, garbage or debris is within 10 feet of the bus stops.
Ride the deviated route several times a year to review customer service on the transit route and consistency by the route provider.
Visit bus shelters when concerns are expressed for the site such as broken windows and work with the City to get the shelter back into working order including contacting repair companies, etc.

Travel

Any City Transit approved travel expenses will be reimbursed at the City’s current per diem rates as stated in City Administrative handbook. Travel must be approved by the City prior to commencing to ensure budget authorization exists.

Training

The City of Pendleton will assist in the training and development of the person assigned to perform the contracted services for up to two months on the City’s scheduled timeframe. Again, these duties/trainings coincide with ODOT requests, reporting and grant applications. Flexible time is a benefit in this position, scheduling will be based on when required ODOT/County reporting and grant requirements are to be met.

EVALUATIONS OF PROPOSALS

Evaluation of the RFP’s will consider price as 40% of the scoring and 60% on qualifications and experience. Experience with OPTIS and ODOT grant writing is desirable.

Rate Proposal

Contracted hourly service rate \$ _____ through June 30, 2024 and \$ _____ June 30, 2025 not to exceed annual budget Fiscal year FY24 \$60,000, and \$60,600 in FY25.

Proposal Response Sheet (you provide the format response comfortable for you)

Consideration will be giving for the following qualifications and experience criteria:
Scoring will be on a 1 – 10 point scale. 1 being Poor and 10 being Good

Length of time the company has been in business

Described experience with working with ODOT public transit

- Familiarity with OPTIS**
- Programs including STIF, STF, 5310, 5311**
- Familiarity with City Transit Programs**
- Familiarity with Federal NTD programs**
- Familiarity with FTA/ODOT Drug and Alcohol Program**

Familiarity with Civil Rights Programs

Cover letter contents

Proposals must include contact name and the telephone number of the person City should contact regarding the proposal.

Proposals must confirm that the organization will comply with all the provisions of this RFP and can legally sign the Exhibit A, Personal Services Contracts Addendum if awarded the contract. Note if there are any conflict of interests in performing the services contract. Any exceptions to the City contract/Exhibit A general terms and conditions should be discussed here.

The contractor must provide a brief description of the organization including history; number of years the organization has been in business; type of services provide; legal status of contractor organization, i.e. corporation, partnership, sole proprietor; Federal Tax ID number.

The contractor will state in the Cover letter that they can fulfill all City contractor agreements as an independent contractor.

A contractor representative authorized to make contractual obligations must sign the cover letter.

Deadline for Proposals submitted to the City:

The deadline for all proposals for the City of Pendleton Transit Program Administrative Services Contract Proposal is:

April 17, 2023 at 3 pm. Proposals should be Attn: Linda Carter Finance Department. Proposals can be received by mail or email by the deadline. Proposals should include a cover letter and a proposal response sheet as described above. Submitter must provide a “proof of receipt” City email stating that the City has received their proposal if proposal is questioned for receipt for submittal.

Email: Linda.Carter@ci.pendleton.or.

Mail: City of Pendleton Finance Dept, 500 SW Dorion Ave., Pendleton, OR 97801