

EXPRESSION OF INTEREST #2022-11-10

PROPOSAL:

Operate the Persons with Mobility Issues Transit

DATE:

November 10, 2022

INITIATOR:

Dave Brett, P.Eng., Director of Infrastructure Services

DATE PROPOSAL REQUIRED

YEAR: 2022

MONTH: December

DAY: 6

TIME: 2:00 PM Local Time

Submit Proposal via email to the attention of:

Procurement Department
Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J0Y4

Email submission to: purchasing@drumheller.ca

with the subject line:

“EOI 2022-11-10 - Operate the Valley Bus Society Persons with Mobility Issues Transit”

This Request for Proposal document is comprised of:

- RFP General Instructions
- Schedule A - Submission Form
- Schedule B - Service Area
- Schedule C - Transportation Statistics

Please note: No Site Tour will be conducted by the Town.

You are invited to submit a Proposal, pursuant to the general conditions for the scope of work as described. This Proposal shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

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1. INVITATION

Project Overview

The Valley Bus Society (VBS), supported by Town of Drumheller, operates a transit service for persons with mobility issues including seniors, the service also provides medical charters to Calgary, Red Deer and Medicine Hat medical facilities. The Valley Bus Society is a registered non-profit organization ran by an independent board elected by VBS membership. Funding is generated by user fees, advertising, donations, contributions from the Town of Drumheller and other fund-raising activities.

VBS is seeking a transit provider to take on operation of the paratransit services, under the overall guidance of the VBS board. Transportation services are offered 45 hours per week (8am – 5pm), Monday to Friday excluding statutory holidays. The third-party provider is to provide the following services:

- Daily, in-town transportation for individuals to attend daytime programming, personal appointments or social outings to community events or outings to parks and green spaces with the community
- Out of town trips for clients to attend medical appointments in Calgary, Red Deer or Medicine Hat.

The successful provider will manage all functions related to delivering and managing paratransit services in the Drumheller valley. This includes, but is not limited to, health and safety, staffing, dispatching, invoicing, vehicle inspections and maintenance, advertising coordination and information technology.

At present the Valley Bus Society has the following assets:

- Unit 772 – 2017 Dodge Ram Pro-Master – 9 passengers
- Unit 775 – 2015 Chevy – 20 Passengers
- Unit 778 – 2014 Toyota Siena – 4 passengers
- A dispatch office located in the Town of Drumheller Public Works building
- Valley Bus Society’s service area is shown in Schedule B – Service Area
- Monthly ridership information is shown in Schedule C – Transportation Statistics

The Town, on behalf of the Valley Bus Society, requests that interested parties who would like to undertake this work submit an Expression of Interest by 2:00 pm local time on December 6, 2022, via the email address and submission requirements as set out in Section 2.

2. MANDATORY REQUIREMENTS

Submissions must comply with the following requirements to be considered by the VBS. It will be at VBS’s sole discretion to determine if a Submission shall be disqualified due to insufficient or incomplete information.

Rejection of Submissions

The Town shall not be obligated to accept Submissions that are unsigned, incomplete, conditional, illegal, or contain irregularities of any kind or if the Proponent fails to meet all of the requirements stated in this Request. VBS also reserves the right to disqualify any Proponent's submission whose credentials or performance have been unsatisfactory in the past.

VBS's Discretion

Funding contribution agreements require, insofar as practicable, that public solicitation be made for contracts carried out under this funding arrangement. VBS reserves the right to accept any Proposal, and not necessarily the lowest cost Proposal.

Submissions

Quotations are to be submitted on Submission Form provided in Schedule A -Submission Form. Submission forms will be retained by the Town and will not be returned. In case of an incomplete or conditional Submission, the Proponent will list the exceptions for a non-conforming proposal bid on a separate document and include in the Submissions.

Submissions are to be emailed in PDF format (maximum size 10MB, no zip files will be accepted) to purchasing@drumheller.ca no later than the identified closing time. Late submissions will not be accepted. **A separate email is required** for each submission. The Town assumes no responsibility for emails that are not received prior to closing time.

Clarifications/Addenda

Proponents shall carefully examine the Expression of Interest Documents and report any errors, omissions, discrepancies, or clauses requiring clarification. When deemed necessary, the Town shall respond to questions and clarifications by way of Addenda to report any changes to the Request for Proposal Documents. Any addenda issued prior to the closing date will form part of the Request for Proposal Documents.

Question or Inquiries

Questions may be submitted via email and directed to the contact person listed below:

Dave Brett, P.Eng.
Director of Infrastructure Services
Town of Drumheller
dbrett@drumheller.ca
Phone (403) 823-1857

Cancellation

The Town reserves the right to cancel this Expression of Interest for any reason without any liability to any proponent or to waive irregularities and informalities at their own discretion. No payment will be made by the Town or VBS for costs incurred in the preparation or submission of this document.

Insurance

The successful Proponent must name the Valley Bus Society as additional insured and be able to provide proof of the following insurance:

- General Liability Insurance in an amount not less than Two Million Dollars (\$2,000,000) per occurrence for personal injury and/or property damage.
- Automobile Liability Coverage in an amount not less than Two Million Dollars (\$2,000,000) per accident for bodily injury and/or property damage.

Conflict of Interest

The Proponent shall have no pecuniary interest in the business of any third party that would cause, or seem to cause, a conflict of interest in carrying out any Services for the VBS. Should such an interest be acquired during the Proposal process, the proposer shall immediately declare it to the VBS. The VBS will, immediately upon notification, take action as it deems appropriate. This may include rejection of the submitted Proposal.

Proposal Confidentiality

All documents submitted to the Town will be subject to the protection and disclosure of the Alberta Freedom of Information and Protection of Privacy Act (FOIP ACT).

3. SCOPE OF SERVICES

By submitting an Expression of Interest, the Proponent agrees to:

- Provide Management and staff (drivers and dispatchers) as necessary to operate the Valley Bus Society transit service 45 hours per week (8am-5pm) Monday to Friday excluding statutory holidays;
- Provide and maintain the required accessible vehicles for the VBS transit service;
- Provide space for advertising on the vehicles in support of the VBS;
- Maintain the required financial records in support of the Valley Bus Society's Board status as a non-profit;
- Work with the VBS Board to pursue grant and advertising funding;
- Provide recommendations to the VBS regarding setting of fees and advertising pricing;
- Have a delegate attend the monthly VBS meetings as VBS Manager and present a Manager's Report including ridership details, financial information, and other information as deemed necessary by the Proponent or the Board.

The VBS provides approximately 12,887 trips annually (non-COVID). During the COVID outbreak this dropped to 5,565 trips annually. Over the last 6 years the annual average is approximately 8,493 trips; this does however include the COVID pandemic period. See attached Transportation Statistics in Schedule C. The Town of Drumheller has 1,680 residents of Drumheller aged 65 years and older, based on latest Statistics Canada report.

Contract will be for a 2-year period, with provision for two (2) 1-year extensions.

4. EVALUATION CRITERIA AND WEIGHTING

Proposals meeting the mandatory requirements will be evaluated.

Evaluation of Proposals

Each Proposal received will be evaluated on the basis listed below. Valley Bus Society will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed below. Proposals will be evaluated based on best value to the Valley Bus Society and its membership.

By submitting a Proposal, each Proponent acknowledges and agrees to waive any right to contest through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Valley Bus Society.

CRITERIA	NOTES	MAXIMUM SCORE
ENTITY TYPE	Town of Drumheller Company	10
	Neighboring Community Company	5
	Other	0
PROSPAL PRICE		30
VEHICLE	3 Vehicles	10
	2 Vehicles	7
	1 Vehicle	3

Bid Price score = (Bid Price)/Highest Bid Price x 30

SCHEDULE A – PROPOSAL SUBMISSION FORM



Schedule A Submission Form

CORPORATE/PERSONAL INFORMATION

Name of Applicant

Submission Date

Company

Business Type

Individual

Private

Public

Company Address

Company Address continued

Phone

Email

BID Option #1 Excluding GST

Segment	Year 1	Year 2	Year 3 1 st Extension	Year 4 2 nd Extension	Total Price
1					
2					
3					
4					

Completion Date: _____

Offer Total (\$ CAD) _____
Excluding GST

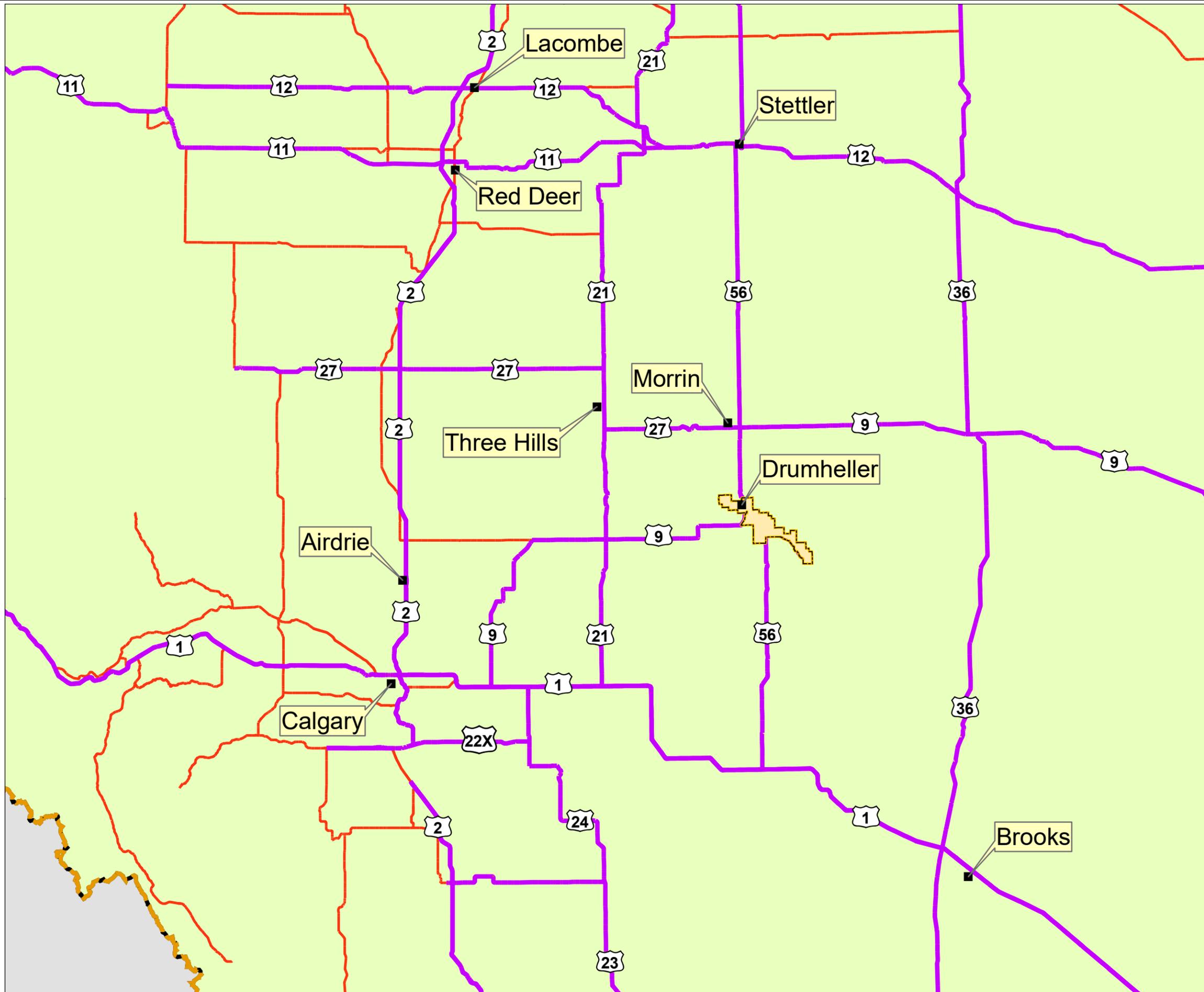
Applicant Name:

Print

Date

Signature

SCHEDULE B – SERVICE AREA



Town of Drumheller and Surrounding Communities

- AS BUILT
- FOR CONSTRUCTION
- FOR TENDER
- FOR DISCUSSION
- CONCEPTUAL

Intended Print Size: Scale 1:1,000,000
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This Document is To Be Used For Illustrative Purposes Only

- Communities
- Primary Highways
- Highways

SCHEDULE C – TRANSPORTATION STATISTICS

Valley Bus Society

Ridership by year

These are all single direction trips, caregiver is not counted

<u>Year</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>	<u>Notes</u>
2018	1,500	902	1,268	1,175	1,071	1,014	1,021	988	854	1,056	1,097	944	12,890	
2019	2,058	1,187	919	1,088	1,067	1,009	999	872	883	1,070	867	864	12,883	
2020	1,053	885	554	92	116	218	414	373	449	481	374	343	5,352	COVID; SOLE declared March 13, 2020
2021	286	355	448	384	496	577	568	557	570	560	613	634	6,048	
2022	472	567	717	612	754	775	697	700	-	-	-	-	5,294	
Average	1,074	779	781	670	701	719	740	698	551	633	590	557	8,493	
Average (with out COVID)	1779	1045	1094	1132	1069	1012	1010	930	869	1063	982	904	12887	Average of 2018 and 2019 (pre-COVID period)
Average (COVID)	604	602	573	363	455	523	560	543	340	347	329	326	5,565	Average of 2020, 2021, 2022 (COVID and post-COVID)