

RESPONSES TO QUESTIONS

FOR HILLCREST SHUTTLE, REQUEST FOR QUALIFICATIONS

To: Potential Shuttle Contractors
From: Elizabeth Hannon

Subject: Weekday Shuttle System in Hillcrest
Date: August 16, 2016

Request for Qualifications Questions and Responses

The Uptown Community Parking District has received the following questions from prospective respondents to the RFQ issued in July 2016. The following responses are being provided to all potential respondents and posted to the website, parkuptownsd.org for downloading or via direct inquiry to Elizabeth@ParkUptownSD.org.

Qualifications and project costing bids are requested from companies to operate a weekday lunchtime shuttle system that will circulate riders either on a demand-response system or a fixed route with fixed stops or a combination fixed route and on-demand system throughout Hillcrest. The shuttle system will serve Uptown workers, residents and visitors and will provide another transportation option into the Hillcrest core which is parking impacted.

The UCPD is open to discussing various vehicle types, with preference given toward 5-8 passenger electric vehicles.

The UCPD is seeking a vendor that will operate weekday, lunch time, daily shuttles within Hillcrest that will incorporate the Hospital Zone to the north and west, Pennsylvania Street to the south and 8th Avenue to the west (please refer to map in RFQ).

The current shuttle has been operating on a trial basis; we've utilized 3-different vehicle types since May 2015. We have explored both fixed routes (see green line on the attached photo with four stops, on-demand and a combination of fixed routes with requests taken "on-demand" for drops at other locations.

Vendors must be able to service the route with stops at the hospital zone every 8-10 minutes.





The vendor will be asked to provide and cover the cost of auto and commercial general liability; here are the details of the requisite insurance coverage:

Potential Vendor Insurance Requirements, 2016

This does not constitute an agreement for services or an extension of a contract in anyway shape or form.

Insurance: Contractor shall provide Auto and Commercial General Liability [CGL] Insurance, naming UCPD and the “The City of San Diego, its elected officials, officers, employees, representatives, and agents” as additional insured. Contractor shall provide Workers’ Compensation Insurance, as required by the laws of the State of California for all of Contractor employees who are subject to the Agreement, with Employers’ Liability coverage with a limit of at least One Million Dollars (\$1,000,000). The policies shall be kept in force for the duration of the Term and any extended use. The certificate(s) of insurance naming UCPD and the “The City of San Diego, its elected officials, officers, employees, representatives, and agents” as additional insured shall be delivered to UCPD prior to execution of a contract. All insurance required must be provided by insurers licensed to do business in the State of California which are rated at least “A-, VI” by the current AM Best Ratings Guide. Non-admitted surplus lines insurers may be accepted provided they are included on the most recent list of California eligible surplus lines insurers (LESLI list) and otherwise meet City requirements.

Limitation of Liability: Contractor specifically disclaims liability to the UCPD, The City and any passenger for any special, indirect, incidental or consequential damages arising out of the provision of services (whether in contract, negligence, tort or otherwise). The aggregate liability of contractor to the UCPD, The City and any passenger for direct damages arising out of the provision of services, whither in contract, negligence, tort or otherwise shall not exceed the amount of insurance proceeds payable under contractor’s CGL policy described above.

Vehicle drivers, maintenance, storage and marketing shall be provided by the selected vendor. The UCPD may consider assisting with introductions to project partners for the vendor to discuss storage and charging possibilities.

Ridership based on a 2-hour service window has been averaging 44 riders on Mondays and Tuesdays; 50 on Wednesday and 72 on Thursdays and Fridays. Ridership is expected to grow to be at least 75 riders per day in a 2-3 hour shift with benchmarks established for level of service and ridership growth as determined by contract.

Business models with and without dedicated branding will be considered. The UCPD may consider permitting the vendors to seek advertising sponsors to off-set operating costs. It is likely that with un-branded vehicles, that the UCPD would require a portion of the vehicle carry the Access Hillcrest brand identifiers.

The Uptown Community Parking District expected to select a vendor by September 2016 with the shuttle system will be operational by October 2016. The District may also select a vendor to operate a trial-pilot month of service for September and/or October, etc. Please consider providing information about services the pilot months in your response.

How many carts/vehicles are currently in service? Two 5-passenger street legal golf carts have successfully fulfilled the service as has a 13-passenger limo van during the pilot periods.

How many people will each golf cart hold? Five passengers and the driver

Can you furnish a picture of the carts that will be used? See below:



What is the year, make and model of the carts? We are open to these choices and options

Are the carts equipped with seatbelts, turn signals and doors? Yes - but generally speaking these are custom added features and the decision making committee will evaluate their necessity.

Are they solar or battery powered? Open to ideas here, solar would be awesome – normally we've seen electric options that charge off a 110-volt electric outlet.

Where will the carts be kept or housed? Open - at the facility that the select vendor can provide.

Is the contract for 1 year or more or less? The term of the contract is to be negotiated as part of the vendor selection process. We would likely consider this for one, three or five years.



Does the shuttle have to have doors? We'd imagine that for safety purposes, doors and seat belts would be ideal. The decision making committee will make that final determination.

Can we expand the route? The route needs to be kept around every 10 minutes and must stay inside Hillcrest; which is generally defined as Park Boulevard to the east, 163 in the north, Front Street to the west and Upas Street to the south.

What about growing the service to shuttle people in the evenings and weekends? At this time, we are only entertaining proposals for the lunch loop service.

Does the vendor need to provide the vehicle(s)? Yes. We are looking for the vendor to provide or outline a proposal for provided vehicles that can service the lunch loop.

Can we use the cars for other purposes? The answer is likely yes, but must be addressed in the negotiation process.

Proposal Evaluation Criteria: Contractors will be considered and evaluated on the following criteria:

- Experience and Technical Qualifications of the contractor in completing shuttle-related services;
- Prior experience of the participating contractors in completing joint projects;
- Knowledge and understanding of the local environment;
- Number of vehicles operating, perceived ability to provide service to and from the hospital zone every 8-10 minutes; vehicle(s) capacity; vehicle(s) are low or zero emissions
- Ability to provide both Auto and Commercial General Liability insurance
- Project Cost.

***Please note this modified RFQ responses are requested by August 23' not later than August 26:**

The Uptown Community Parking District anticipates that the process for selecting a contractor and awarding the contract will proceed on the following tentative schedule:

- A. Advertise and Issue Request for Request for Qualifications July 15, 2016
- B. Questions Due Date..... August 15, 2016
- C. Submittal Requested by.....August 23, 2016
- D. Submittal Final Due DateAugust 26, 2016
- E. Possible Oral Interviews August 25, 2016
- F. Approval of Contract by the UCPDSeptember 12, 2016
- G. Approval of Contract by the City of San DiegoSeptember 15, 2016
- H. Notice to ProceedSeptember 20, 2016

Please forward responses to Elizabeth Hannon at Elizabeth@ParkUptownSD.org