

Request for Proposals

The City of Sandy, Oregon (“City”) is requesting Proposals in order to select a qualified contractor to provide implementation services for the Intelligent Transportation System Project (“Project”). Interested contractors (“Proposers”) are invited to demonstrate their experience and qualifications in performing work directly related to the services required by responding to this **Request for Proposals (RFP)**. Proposals will be evaluated in accordance with the qualifications-based selection procedures of OAR 137-047-0260.

I. PROJECT DESCRIPTION

This project will implement an industry proven Intelligent Transportation System (ITS) including the following functions as a minimum: tablets and/or mobile data terminals (MDT) for vehicles, automatic vehicle location (AVL), automatic stop announcement (ASA), and additional capabilities, equipment and functions as described in the Scope of Work section of this request for quotes, for The City of Sandy’s (SAM) and Clackamas County’s (MHX) fixed route, deviated fixed route, and demand response fleet of approximately 20 vehicles. Additionally, three other Transit Providers are interested in similar Intelligent Transportation System components and may be added at the sole discretion of those Transit Providers. The ITS will include a suite of new technology to improve SAM’s day-to-day operations, provide real-time information for customers, and provide performance metrics for reporting and analytical purposes.

The City of Sandy currently owns and operates the Sandy Area Metro (SAM) system. This system includes 2 fixed/commuter route, 1 deviated route and 2 dial-a-ride programs. Clackamas County currently operates the Mt Hood Express out of the Sandy Transit Operations Center. This service includes 1 commuter route and 1 deviated route. Both the City and MHX buses currently communicate to/from the base through the use of a digital radio system, most buses are equipped with Android operated MDTs (Getac ZX70) and currently use a third-party software for AVL, ASA, and reporting functions.

Sandy Area Metro uses EasyRides Software (for dial-a-ride scheduling. Half of the dial-a-ride vehicles are equipped with Android operated MDTs (Getac ZX70). EasyRides tablet software is currently not included.

Destination signs for both SAM and MHX are either Luminator, TwinVision or Hanover and the current MDT’s have been used with the DoubleMap system. Please specify if your system is compatible with exterior automated destination announcements through the destination signs and PA system and the current MDTs.

SAM and MHX currently uses SILKE radios for communications.

Requested services include:

- City of Sandy (SAM) – Automatic vehicle location components, real time information for customers, automated stop annunciation, and performance metrics for reporting. Ability to push information (manifests, maps, route changes, canned messages, etc.) to operators in real-time.

- Clackamas County Mt Hood Express (MHX) - Automatic vehicle location components, real time information for customers, automated stop annunciation, and performance metrics for reporting. Ability to push information (manifests, maps, route changes, canned messages, etc.) to operators in real-time.
- **Optional Add:** City of Sandy (SAM) – Integration of dial-a-ride vehicle MDTs and ability to push information (manifests, rides, maps, route changes, canned messages, etc.) to dial-a-ride operators in real time.
- **Optional Add:** Clackamas County Transportation Reaching People (TRP) – Computer Aided Dispatch, mobile data terminals, automatic vehicle location components, real time information for customers, and performance metrics for reporting.
- **Optional Add:** Clackamas County Last Mile Shuttle Programs (LMS) – Automatic vehicle location components, mobile data terminals, real time information for customers, automated stop annunciation, and performance metrics for reporting.
- **Optional Add:** City of Canby (CAT) – Automatic vehicle location components, mobile data terminals, real time information for customers, and performance metrics for reporting.
- **Optional Add:** South Clackamas Transit District (SCTD) – Automatic vehicle location components, mobile data terminals, real time information for customers, automated stop announcements, mechanism to record passenger counts, and performance metrics for reporting.

The scope of work below applies to each individual project as it relates to the items listed under the optional add. As an example, the requirements for the MDTs are consistent across all projects, but not all projects will require MDTs. In the case that a separate project may wish to consider deviation from the stated preferred features or detailed technical specifications, those changes would be considered separately and negotiated directly with the “Optional Add” agency.

A base price for the City of Sandy and Clackamas County Mt Hood Express projects should be quoted. As additional “optional add” programs are selected it would be expected that there would be an overall reduction in price as economies of scale are achieved.

II. GENERAL REQUIREMENTS

The system proposed shall include all hardware, cables/connectors, software, human interface devices, installation, performance testing and commissioning reports, user (administrative, dispatcher and driver) training and documentation, maintenance training and documentation, and operation support during at least the warranty period.

The computer software systems and any supporting network/server equipment required and installed at the Operations Center shall be acquired, provided, installed and tested while working with the City IT staff. Any computers, servers or network equipment acquired as a part of this system shall be approved by City IT staff before the purchase is made.

III. SCOPE OF WORK

Objective

The Contractor will provide all of the following in an integrated, open-source application programming interface (API), cloud-based system:

- Automated Vehicle Locator (AVL) for operations staff to track on-time performance and provide reports.
- Computer Aided Dispatch (CAD) for operations staff to effectively and efficiently dispatch fixed route systems and push information (manifests, maps, route changes, canned messages, etc.) to operators in real-time. Please specify if system has the capability to include the demand response systems, including creating customer profiles and scheduling demand response trips. The integration of the demand response systems is not required and is considered an optional add.
- AVL for customer/passenger tracking of vehicles on an application available on IOS and Android devices, as well as available on all standard desktop PCs (via publicly available URL, etc).
- Application for staff use for uploading current routing, blocking, stops, etc., and producing General Transit Feed Specifications real-time (GTFS-RT).
- Application for importing and editing bus stop inventory data (location, Americans with Disabilities Act (ADA) access, type of amenities at stop, etc.).
- Automated stop annunciation for ADA and general customer information with application for importing announcements.
- Customer arrival predictions/schedule adherence calculations.
- An open API that allows approved third-party developers to receive a live data stream directly from Contractor at no additional cost for any use, including but not limited to creating mobile apps, connecting to electronic readers, etc.
- Ability to display live information on bus station electronic/digital signage or work with the City to share information to third parties.
- Ability to track/count passenger boardings, using automated passenger counters or through driver interaction with MDT. Passenger counts will be available, at a minimum, by passenger type, route, stop location, time of day, day of week, and customizable by time period.

The system will be cloud-based, open API, turnkey, and maintained by the Contractor. The proposal should include Contractor-provided training of City(s) and Operations Contractor staff on how to use the equipment, software, and all other related tools. Once staff are trained, all system failures are to be considered the responsibility of Contractor, with the exception of routine, correctible problems and/or improper log-in by operators. For clarity, the purpose of this requirement is to avoid situations where Contractor claims user error and the City does not understand how to fix a given problem, resulting in a loop of inaction and product malfunction. The Proposal must clearly demonstrate that the Contractor shall provide all labor, needed equipment, materials, and installation required for all vehicles.

Platform/Database

The central system should be a web-based platform/database that will allow City staff to perform many functions. The web-based platform/database will have a customer platform and a City staff platform. The customer platform will allow customers to view buses traveling along routes in real-time with stop amenities and route schedules. The City staff platform, or central system, will allow City staff to perform many functions without Contractor support by managing

vehicles, routes, and overall operations. The central system of the successful Contractor will provide the following:

- Support use of City assigned user roles and passwords, including a logon, logoff feature that is password protected and shall allow a user to logon to a specific user access level. These access levels shall be configurable by City staff. User types that may be configured by the City include the following:
 - System administrator;
 - Dispatcher;
 - Read-only user; and
 - Supervisor.
- The City shall have full capability to add, delete, or modify users, groups, or roles in any systems and shall have full administrative rights to do so. The system shall have the flexibility to support existing and future operations including changes in user roles, services, and fleet.
- City shall have the ability to edit route lines, stop locations, vehicle announcements, end of line points, and other standard functions of a transit system.
- The system shall have the ability to import a database of stops from spreadsheets (CSV, Excel, Google Sheets), including multiple characteristics such as location, amenities at stop (shelters, benches, bike racks, cart corrals, etc.), and ADA accessibility. This database includes latitudes and longitudes for geo-locating stops and other significant facilities and amenities.
- Ability for City staff to create geo-fences for speed, boundaries, bus stops, and announcements.
- Manage all fleet vehicles in real-time with built-in features, including live traffic updates to maintain on-time performance and make informed rerouting decisions.
- The bus moving on a route (as is typical of Google or Apple maps), with routes, bus stop schedules, and other amenities available for customers to view via mobile app and desktop PC.
- Customer alert and announcement options for texting, email, mobile app, and City website.
- Web-based customer platform shall have the capability to be integrated into the City/SAM/MHX website.
- Produce reports on system-wide, route, and stop boardings and alightings, segments where on-time performance is challenging, ridership by time of day, and other patterns relevant to the efficient operations of a transit system.
- Get data output in ASCII, or similar format, with compatibility to Microsoft Office Suite and Portable Data Format (PDF). Files should be compatible with Excel and such files should be fully legible when exported as Excel (columns and rows should appear very similar if not identical to a PDF export, etc.).
- Track and report operational data needed for the Federal Transit Administration (FTA) National Transit Data (NTD) reports (most current requirements), including tracking of passenger miles traveled, on time performance,
- User-friendly ad-hoc reporting tools to customize reports by varying criteria, available in multiple formats including CSV and PDF.
- The system should be programmable with blocking from the runcut so buses will move between routes without requiring City operations staff to adjust which buses are assigned to a given route, while accounting for layovers and interlining routes and service types (fixed-route and demand response).

- Public mobile app (iOS and Android) that is user-friendly, determined by City staff, that allows customers to track buses, see schedules, and find bus stops. Will also be available via desktop PC.
- The mobile app should allow customers to sign up for “next bus” alerts and show real time arrival of all buses on route.

Preferred features:

- Customizable App that is branded with City logos, determined by City staff.

Optional addition to the list above City of Sandy and Clackamas County requests Contractor to provide a full Demand Response CAD solution for the dial-a-ride services SAM rides and Transportation Reaching People (TRP) program. In addition to the above requirements, a Demand Response platform will also include:

- CAD to maintain multiple Demand Response programs, including operator scheduling, vehicle scheduling, retaining customer profiles, and creating customer reservations.
- Electronic manifests with real-time changes communicated to MDTs.
- Automated ride scheduling, including by program, customer type, and zone.
- The system shall accommodate all CAD users. Users shall be able to work in CAD without creating data conflicts with or overriding actions by other users.
- The computer software system for CAD and reporting for Clackamas County’s Transportation Reaching People program shall be located at Clackamas County offices. The dispatcher workstation shall include a map showing each route, stop location, time point, real-time bus location, driver assignments, schedule adherence status and alerts. Also included is the display of the activation of an on-board panic alarm.

Preferred features include:

- Call/text reminders to customers of upcoming trips.
- AVL application for Demand Response customers to view bus arrival in real-time.
- Web and/or phone based customer portal for creating and submitting applications and making and canceling reservations.

These preferred features lists are not exhaustive. The greater the functionality of the system, the more favorable a Contractor’s proposal will be assessed.

Vehicle Logic Unit (VLU)

The VLU shall act as the central processor, data storage, and device manager for all onboard devices.

- The VLU shall integrate as necessary all in-vehicle ITS functions and hardware, including the GPS receiver.
- The VLU shall allow the vehicle operator to logon by entering their operator identification and block information on the Mobile Data Terminal (MDT).
- The VLU’s GPS receiver shall be installed as a replaceable/upgradeable card. The VLU shall compute the vehicle position, speed, and direction based on multiple positioning systems and inputs, including the GPS receiver and a secondary position system consisting of an odometer interface or other dead-reckoning device.

- The VLU shall compute and update onboard vehicle position information every two (2) seconds or less, and shall provide that position information to other onboard devices as needed.
- Location data shall be sufficiently precise to accurately and reliably identify the location of each vehicle on the street network. At a minimum, vehicle location shall be accurate to within ten feet (10') ninety-five percent (95%) of the time.
- The VLU shall provide location reports to the central system as follows:
 - Routine location reports shall be provided every thirty (30) seconds or less while the vehicle is in operation, regardless of whether it is logged-on or not.
 - Event-based location reports shall be provided every time the vehicle departs from, or passes by, a stop or time-point so that real-time passenger information systems can be cleared after the vehicle has departed.
 - At transit centers and park and rides, position reports shall be provided when the vehicle enters and departs the transit center or park and ride.
- The system shall indicate any vehicle that is not reporting its status and location within a configurable time period.
- The VLU shall connect with available onboard circuits including front door open, rear door open, lift/ramp deployment, Bicycle rack, and “Stop Requested” light activation. The VLU shall record date, time, and location when the onboard circuit events occur.
- The VLU shall periodically check for and download bulk data files containing service, operator assignment, and other information from the central computer system. Capacity shall be provided to allow for storage of at least two full bus service schedule changes of data.
- The VLU shall have sufficient non-volatile memory capacity to store at least thirty (30) days’ of data, assuming up to eighteen (18) revenue hours per day.

Other optional VLU features include:

- The VLU interface with the City’s existing and future Luminator, Hanover, and Twin Vision electronic destination signs to automatically program the signs based on vehicle route and location.
 - The VLU shall allow the operator (using the MDT) or dispatcher (using the central software) to manually override the destination sign.
- The VLU interface with future onboard electronic signs or displays.

Mobile Data Terminal (MDT) Display

In the event the MDTs are necessary for recording passenger demographics upon boarding, MDTs will be required. The display (a tablet or screen in view of the coach operator, aka mobile data terminal) should be an industry-proven, open-architecture technology that is easy to replace when damaged and made to withstand the rigors of fixed-route and demand response transit service vehicles including, but not limited to, minivans, cutaways, trolleys, and heavy duty buses up to 40’ coaches. All upgrades to technology, both hardware and software, should be part of the per-bus contract cost to avoid unforeseen costs in the future.

Please specify if current MDTs (Getac ZX70) in use on SAM and MHX can be utilized and if credit is applied for current equipment.

At a minimum, the display should show:

- Ability to use tablet for both fixed route and Demand Response services.

- The MDT shall be designed to operate in a transit environment with appropriate durability to operate in extreme hot and cold temperatures and absorb shock from driving. The MDT shall be equipped with a touch-screen display that meets the following requirements:
 - Able to be used by operators wearing gloves.
 - Readable by operators wearing polarized lenses.
 - Sufficient brightness to be readable in direct sunlight.
 - Dimmed or night mode operation that will automatically reset for daytime operation.
 - A minimum size of seven (7) inches as measured diagonally.
 - A minimum resolution of 640x480 pixels.
 - The MDT shall contain a speaker and tone generator to be used to provide audio alerts.
- The MDT display shall include functionality, configured by the City, to display different font, size, icons, buttons, colors, and styles on the screen.
- The MDT shall communicate with the VLU. The MDT should operate as independently from the VLU as feasible in order to support new MDT technologies that may arise in the future.
- The MDTs shall be configured to allow for a managed and controlled shutdown, allowing all active sessions and connections to be closed under control of the firmware during the shutdown process.
- The system shall support allowing vehicle operators to set MDT brightness and volume settings within pre-defined limits. All settings shall return to their default values when a new logon occurs.
- While in service, the MDT shall be able to display the current system-wide transit time (synchronized to the central system), current block, run, route, trip, next three bus stops, schedule adherence status, text messages, detour information, and data communications system status. The placement and layout of information, touchscreen buttons, and the like shall be configurable.
- While in service, the MDT shall provide the operator with the ability to review the full trip information stop-by-stop and any paddle notes so they can familiarize themselves with their assignments.
- The MDT shall include capabilities to disable interactive functions while the vehicle is in motion.
- The MDT shall receive text messages from the central system, alerting the operator with an audible and visual signal when a new message has been received.
- The MDT shall require the operator to send a yes/no response and acknowledgement to “response required” messages received from the central system.
- The MDT shall store pre-defined messages that may be sent by the operator to the central system (Dispatch). All pre-defined messages sent to Dispatch shall include the date, time, and vehicle ID. The pre-defined messages shall be configurable by the system administrator from the central system.
- The bus moving on a route (as is typical of Google or Apple maps) with turn directions.
- Any detours. A detour will be either scheduled in advance (through the scheduling software or the dispatcher’s workstations) or defined in real-time, including the capability of showing last minute detours such as for a collision or emergency road repair.
- On-time performance (early, on-time, late).

- The system should be programmable with blocking from the runcut so buses will move between routes without requiring City operations staff to adjust which buses are assigned to a given route, while accounting for layovers and interlining routes and service types (fixed-route and demand response).
- The MDT shall allow the operator to select which route run, and/or block they are scheduled for.
- The MDT shall allow the operator to indicate that the vehicle is off duty (dead-heading).
- The MDT shall allow for a customizable electric passenger on/off counter (MDT) with passenger types and bicycle and mobility device counters configurable by the City.
- The tablets/MDTs shall provide a customizable driver interface to allow log in for the bus runs(s).
- The MDT shall allow for reporting on schedule adherence, two-way messaging with the dispatcher, access to prerecorded announcements that can be activated as needed by the driver, and a maintenance interface to the on-board system.
- The MDT shall allow for manual data input used for special demographic counts including passenger type such as youth, disabled, elderly, payment type (pass).
- The MDT shall allow for driver input on service exceptions for unforeseen circumstances such as train delays, accidents, construction detours, equipment failure, etc.

Additional Demand Response option:

- The MDT shall have a unique operator/manifest log-in.
- Live manifest of daily run that can be edited by dispatch in real-time with notification of changes and required operator response/confirmation of changes.
- The MDT will display hands-free turn-by-turn navigation from manifest or custom entry.

Installations

- All installation shall be professionally completed by qualified installers and final inspections will be conducted and approved by the City.
- The system will not interfere with any operations of the vehicle and its current systems.
- All cables, wiring, switches, and circuits are designed for the heavy-duty operation of the buses.
- Mounted hardware should be installed according to industry standards and recommended practices.
- All cables, wiring, interconnections, switches, and circuit breakers/fuses will be heavy-duty and specifically designed for their purposes.
- The selected wire sizes and insulation will be based on current carrying capability, voltage drop, and flexibility requirements.
- All installation will be done with tamper proof fasteners whenever possible.
- All equipment provided will be transferable to other transit buses as the need arises.
- Training for Fleet staff on installation practices for future onboard hardware installments.
- Provide spare parts for all Contractor-provided equipment and related materials.

On-Board Passenger Information

Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment.

The on-board passenger information will perform, at a minimum, the following functionalities:

- Audio announcements over an internal speaker system.
- Audio announcements over an external speaker system.
- Automated Stop Announcements (ASA) System for audio callouts.
 - The ASA shall have the ability to play both human-recorded and text-to-speech audio files.
 - Ability for the City to customize and edit callout locations via geo-fencing or other options.
- The ASA shall include functionality to generate the following messages and provide the City the ability to prioritize the type of ASA messages being announced at any given time:
 - Internal audible announcements (next stop, customer service, transfers, etc.);
 - Internal time-based (e.g., reoccurring scheduled message at a time interval) audible customer service announcements;
 - Internal operator initiated audible customer service announcements;
 - Location-based customer service announcements; and
 - External audible bus arrival announcements.
- The external arrival announcements may be set to repeat in a loop while the door is open. If on a repeating loop, the repeat interval shall be set by City staff through configuration data.
- The ASA system shall provide on-board announcements of upcoming stops through both audio and destination signs.
- As part of the pre-trip inspection, functionality shall be provided to test the ASA system by playing an audio test message. The VLU shall record all ASA faults and errors and display fatal error conditions during pre-check tests on the MDT.
- Audio messages shall begin playing within one (1) second of being triggered.
- The ASA shall have sufficient memory to store both current and future announcement data for every City stop.
- All ASA log files shall be uploaded to the central system as part of the normal data upload and download process.
- The ASA system shall include an Automatic Gain Control (AGC) circuit to automatically and independently adjust internal volume levels depending on vehicle speed or ambient noise level. Each audio announcement played using AGC shall be played at a consistent volume determined by sampling the AGC immediately prior to playing the announcement.
- Minimum and maximum volumes for internal announcements shall be configurable by the City. The vehicle operator will not be able to manually adjust the volume below or above these levels.
- The minimum and maximum volumes for external announcements shall include parameter settings to automatically control volume based on:
 - Geographic region; and
 - Time of day.

The system shall include a minimum of five (5) geographic region and time of day volume level settings for external announcements that can be configured by the City system administrator.

- The onboard system shall allow the operator to make manual announcements over the internal and external PA system. Manual announcements will override the ASA until the manual announcement is complete.

- The ASA system shall disable stop announcements when a vehicle is off-route.
- ASAs to meet the requirements of ADA to automatically announce recorded information about each stop, major intersection, key locations, transfer opportunities, and route destination in each fixed-route vehicle prior to arriving at that location. The system shall use a sequential list with geo-fencing to announce stops.
- The ASA system shall support both English and Spanish language messages.
- The ASA system shall be supplied with audio amplifiers for the internal and external audio announcements and public address functionality. The Contractor shall assume new speakers, new microphones, and new wiring will be required.
- A vehicle operator shall not be required to configure the ASA or initialize it in order for it to operate, nor shall the ASA system require any operator input to make any automated announcement. The block that the vehicle is logged into will dictate the automated announcements, and the position of the bus will initiate location-based announcements.
- The ASA system should be able to perform without eliminating radio/music capabilities.

Other preferred features:

Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment.

LED displays that are synchronized with ASA.

- The information is pushed on-board to the passengers through visual and audio (Text to Speech based) information or to smart phones when customers use the AVL app.
- Passenger information should be automatically updated in real-time to inform travelers about detours on their route or stops that are not served anymore.
- When the vehicle is located at a stop, the on-board sign should announce the name of the stop;

Reporting

The system will allow the City to access a wide variety of standard and ad-hoc reports in a user-friendly and intuitive user interface, determined by the City, to easily access and utilize these reports. Reports shall include, but not be limited to the following:

- Contractor shall provide a data warehouse that serves as an aggregator for all information (data) generated by the system.
- Data storage provided as part of the warehouse shall be sufficient to store ten (10) years of data generated by systems provided under this contract.
- Data that is entered into the system shall be easily queried. Data shall be available for query for a minimum of three (3) years, without loading archived data.
- The City shall always maintain ownership and control of the data stored in the data warehouse. No confidential data (network, financial, employee, customer, etc.) shall be hosted on any third-party or vendor system without the express written permission of the City.
- The system software suite shall include reporting capabilities to generate both standard reports based on pre-established criteria, as well as customized reports based on a user-definable set of search criteria.

- The computer software system (for computer aided reporting but not dispatch at this time) station shall be located at the city of Sandy Operations Center. The dispatcher workstation shall include a map showing each route, stop location, time point, real-time bus location, driver assignments, schedule adherence status and alerts. Also included is the display of the activation of an on-board panic alarm.
- At a minimum, the system shall provide the following reporting capabilities to City users as both a dashboard view and a report view:
 - On-time performance;
 - Detours and service corrections;
 - Service monitoring;
 - Missed trips, including: time of missed trip, in-service miles and hours lost, and the cause of the missed trip;
 - Daily Operations Summary Report;
 - Platform hours, including in-service hours, loading, and layover hours;
 - In-service hours, including revenue hours, loading, layover, and deadhead hours;
 - Trip-level messenger-miles traveled, schedule recovery time, and schedule deviation; and
 - Cumulative stop-to-stop and total trip-level mileage for revenue trips.
- Reports shall be configurable and filterable based upon common criteria in the transit industry, including:
 - System wide service reports;
 - Temporal (time window, day, week, month, quarter, year, multiple years);
 - By service (route, run, block, stop);
 - By operator ID;
 - By vehicle ID; and
 - By operator name.
- The system shall provide operator data (set by start/end dates) to summarize:
 - Operator assignments;
 - Vehicle assignments;
 - Block/route/route pattern and trip assignments;
 - Any incidents and incident types; and
 - On-time schedule performance.
- The system shall provide individual vehicle data (set by start/end dates) to summarize:
 - Vehicle assignment;
 - Mechanical failures;
 - Block/run/route/route pattern/trip assignments;
 - Any incidents and incident types; and
 - Route group and block number within a time period or date range or both.
- The system shall provide performance data that summarize on-time performance by:
 - Block, route, branch, route pattern, and trip;
 - Operator;
 - Time of day, day of week, month of year, service or calendar day, and schedule type (e.g. weekday, Saturday, Sunday, holiday); and
 - Stop, transit center, or other specific locations, including time points not located at stops or transit centers.
- The system security shall provide features to maintain data integrity, including error checking.

- The system shall provide monthly and annual National Transit Database (NTD) reports in NTD report formatting or customized to City staff preference.
- Reports shall provide dwell times by route and by stop (i.e., to see where vehicles may be standing longer than normal).
- Operators' reports include operator mileage achieved, mileage off route, mileage in detour, mileage achieved versus mileage scheduled, and on-time performance per operator.
- Arrival and departure time at stop and stop segments.
- Some key report capabilities are system and driver performance (including route and run compliance and schedule adherence), and a variety of ridership reports, such as boarding, alighting and total. These reports display schedule adherence both numerically, as a percentage and graphically. The system should report runs that are on-time, late, very late and early driver, bus, time of day, stop, run, route, day of the week for any period of time (day, week, month or any portion of these) as selected by the person generating the reports.
- The ridership data shall also be reported by time period in similar ways to schedule adherence. A replay feature where a period of time in the past can be "replayed" to provide information that can be used to respond to customer or management inquiries, key reporting for the monthly and annual National Transit Database (NTD) reports including ridership data (total ridership, system miles, passenger trip miles, etc.).
- Included in the ridership data provided by the system shall be demographics, ADA lift/ramp activations by route, time and stop and any service exception entered by the driver.
- Generating the reports will be simple and information can be represented graphically if desired, for easy interpretation. Most of the reports shall be "canned" and accessed using pull-down menu selections.
- The reports can be available as raw, exportable data (comma, table, or space delimited formats); tables; and pie and bar charts.
- All reports can be shown graphically on the workstation and can be saved as a file and/or printed out.
- The system shall allow the City the ability to review, modify, and correct data within all reporting modules.
- Please specify if pre-programmed reports can be configured for automated delivery to specified email addresses on a pre-determined time basis.

Support

Any changes to the Staffing Plan provided to the City by Proposer prior to this Contract shall be reviewed by the City, and any changes made during implementation must be approved by the City.

The Project Manager shall meet regularly with City staff throughout the duration of this Contract. Meetings will be more frequent during the hardware installation and training period. After the initial installation, meetings will occur regularly on an agreed upon interval by the City and Contractor. Meetings shall happen in-person, by teleconference, or by videoconference.

System Failure Response Times

Contractor shall provide 24/7 support when needed in case of severe emergencies. Contractor shall respond to issues in a timely fashion. Contractor is deemed to have responded when it has

replied to the City’s initial request. This may be in the form of an email, help desk ticket, or a telephone call, to either provide a solution or request further information.

Guaranteed response times depend on the severity of the issue and apply during the City’s working hours only.

Guaranteed response times are shown in Table 1.

Severity Level	Response Time
Fatal	90 Minutes
Severe	120 Minutes
Medium	1 day
Minor	3 days

The severity levels shown in Table 1 are defined below and refer to all mode types.

- **Fatal:** Complete degradation — all users and critical functions affected. Item or service completely unavailable, including but not limited to:
 - The central system is unreachable by City users.
 - The central system is accessible, but there is no telematics data being presented to the user.
- **Severe:** Significant degradation — large percentage of users or critical functions affected, including but not limited to:
 - Public website and/or mobile/native app is unreachable or does not render the map and/or routes.
- **Medium:** Limited degradation — limited number of users or non-critical functions affected. Business processes can continue. These may include but are not limited to the following:
 - Non-functioning Vehicle Logic Unit (VLU);
 - Non-functioning Mobile Data Terminal (MDT); and
 - Non-functioning MDT software module.
- **Minor:** Small degradation —one user affected. Business processes can continue. Any software defect that does not drastically impact critical business functions. Contact/after hour.

Training and Manuals

Contractor shall be responsible to train City staff designated personnel according to the requirements specified herein.

- Training shall take place at a City designated facility.
- Practical training on equipment shall occupy a significant portion of all training classes.
- Instruction shall cover equipment familiarization and systems operation. The minimum training is that which is necessary to bring those employees designated to the level of proficiency required for performing their respective duties.

- Contractor shall provide experienced and qualified instructors to conduct all training sessions.
- Contractor is responsible for ensuring that the instructors teaching these courses are not only familiar with technical information but are able to use proper methods of instruction, training aids, audiovisuals and other materials to provide for effective training.
- Contractor is responsible for providing all training materials, training aids, audiovisual equipment, and visual aids for the conduct of these courses.
- Training documentation consisting of applicable equipment operation and maintenance manuals, and supplemental notebooks, consisting of additional drawings, procedures, and descriptive information, shall be provided.
- Student guides shall include full topic descriptions, illustrations as needed to enhance content presentation, and common problems with comprehensive solutions given.
- All training materials are to become the property of the City at the conclusion of training.
- At the request of the City, Contractor shall provide additional training sessions, at the contract price per session, at any time during the duration of this Contract.
- Contractor shall submit the Training Curricula, presentations, and materials for review and approval by the City. No training shall commence until these items have been approved by the City.
- Training curricula shall meet all training requirements and indicate course content, training time requirements, and who should attend.
- At a minimum, training should be provided in the following areas:
 - Computer Aided Dispatch Training for Dispatchers/Operations Supervisors;
 - Maintenance Training;
 - Traveler Information/Customer Service Training;
 - In-Vehicle Training for bus operators;
 - Train-the-Trainer training for Operations Supervisors in In-Vehicle Training;
 - and
 - System Administration Training; Reporting and Data Warehouse Training.

Training manuals shall be provided for each training participant at the initiation of each training session. An electronic version of each training manual shall be provided at each training.

Contractor shall provide two Equipment Manuals for each type of unit provided, unless specified otherwise. The manuals shall provide sufficient detailed installation and maintenance instructions to allow the City to properly and safely install, connect, and commission the equipment supplied and to operate and maintain the system.

Contractor shall deliver five (5) complete physical Operating and Maintenance (O&M) manuals in addition to an electronic PDF version to each of the final selected projects. The O&M manuals shall be a detailed presentation and shall include illustrations where applicable. For each unit, it shall include, but shall not be limited to:

- General description;
- Functional description;
- Functional block diagram;
- Operating instructions;
- Maintenance and repair procedures;
- Test procedures;
- Schematic drawings and circuit diagrams; and
- Parts list.

Each type of maintenance manual shall contain but not be limited to:

- Description of operation, including start-up, shut-down, and emergency procedures;
- Installation procedures;
- Complete parts identification diagram and list;
- Troubleshooting procedures;
- Inspection procedures;
- Preventative maintenance procedures and program;
- Repair procedures;
- Diagnostic procedures including criteria for equipment swap-out;
- Wiring diagrams;
- Electrical schematics with board and cable identification;
- Adjustment procedures;
- Equipment arrangement and drawings;
- Names and schedules of all lubricants and cleaners used; and
- Other consumable materials for the equipment, stating where used, quantity, service intervals, and annual consumption.

A Software User Manual shall be provided for each software application in addition to the electronic version in PDF. The user manual shall include screen captures and easy to follow instructions to assist the user through all of the tasks that they may need to complete. Fault procedures shall be described, as well as procedures for dealing with problems.

Marketing and Branding

The City will request that Contractor assist in marketing collateral by providing materials, electronic or otherwise, related to the public's use of the ITS, such as the mobile app, and alert notifications. Contractor will work with the City, or a consultant of the City's choosing, to provide necessary materials for marketing and outreach.

Marketing materials shall include:

- Posters or poster designs;
- Channel cards;
- Content for press release and news articles; and
- Promotional products.
- Reports tracking number of hits or new hits.

Preferred features:

- City branded mobile app with use of the City's logo for customers to identify the app with the transit system; and
- Web content, including real-time bus information hosted on the City's website.

Technical Requirements

- The system shall log all outgoing and received data in a historical database in a read-only format.
 - The stored data shall be time and date stamped, and shall contain sufficient information to enable selective sorting and retrieval based on user-specified selection criteria.
 - All vehicle location and status data transmitted to dispatch shall be maintained online or on removable backup media for a period of three years for future retrieval, display, and printing.

- MDTs shall power up automatically when the vehicle ignition is turned on and shall power down a programmable time after the vehicle ignition is turned off.
- MDTs shall be updated as needed using the data connection provided by the City.
- Hardware component items will be generally available in the marketplace.
- MDTs shall be replaceable as discrete units.
- The MDT and all other on-board components shall be designed to withstand the vibration and shock forces associated with transit vehicles.
- The proposed system must have the capability to capture and transmit vehicle location information on a real-time basis. The system should have an update frequency rate as close to real-time as possible, 2-5 second updates or refresh rates, at a minimum.
- The system shall offer detailed area and route maps, preferably using familiar maps like Google.
- The system shall be turn-key and cloud hosted. Proposers should describe their go-live strategy and average release timelines. Proposers must offer full implementation/installation/release in contract specified timeline.
- Based on configurable thresholds, the system shall use the reported schedule adherence data to designate when vehicles are “early,” “late,” or “on time,” which shall be customizable by the City.
- The system shall highlight the vehicle IDs of those vehicles that are operating early, late, or off-route, using map displays to indicate their current schedule and route adherence status. The map display symbols for these vehicles shall use distinct and configurable color codes for early, late, and off-route status.
- Create and provide GTFS-RT feeds and/or provide the City, City contractors, and interested third parties with GTFS-RT data information.

A final Scope of Work to be included in the Goods and Services Contract (see Attachment B) will be prepared based on this general Scope of Work and the successful Proposer’s Proposal. The City reserves the right to modify the Scope of Work based on the Proposer’s Proposal.

Work to Be Performed by Proposer

The Proposer shall perform all work tasks in the delivery, installation, and testing of the complete system except for those tasks specifically identified as tasks to be performed by the City. The Proposer shall perform the following work:

- The Proposer shall deliver the equipment to be installed in accordance with the project schedule.
- The Proposer shall be responsible for all work and expenses relating to the design, delivery, configuration, installation and testing/commissioning to ensure full operation of the system. This work includes development of driver lists, routes, runs, stops, time point, schedules and recorded announcements and any other data required to make the ITS fully functional.
- The Proposer shall make on-site visits and surveys, as determined by the City, as necessary to become wholly familiar with the transit vehicle fleet, dispatch locations and computer/network systems and for troubleshooting problems related to installation and commissioning. Also, familiarity is required for any repairs during warranty period of the system other than for items that can be exchanged without requiring on-site support.
- The Proposer shall provide an installation and implementation team responsible for installing and implementing the entire system in accordance with the Proposer’s schedule, as approved by City.

- The Proposer shall supply such materials and supervision as necessary for the proper installation and testing/commissioning of the system. Upon final acceptance of the system by City, the Proposer shall provide full written documentation of the system including system configuration, design, operating and maintenance manual, and system/software training and user's guide.
- The equipment and software, subsequent to testing, shall be suitable for operations and complete in every respect.
- The Proposer shall make available full and competent engineering services to document and correct problems associated with the performance of the equipment in accordance with the schedule.
- The Proposer shall offer a fee schedule that addresses the upgrades, debugging of software and firmware, and repairs of the hardware and other services that would be incurred after the expiration of the warranty period.

Work to Be Performed by City

City shall perform the following work:

- City shall review, approve, disapprove, or make recommendations to the project schedule and work plans and equipment and materials submittals with five working days after submittal.
- City shall make vehicles available Monday through Friday, from 6:15 am to 9:00 pm during the installation period in accordance with the contractor's approved schedule that assures no disruption to the delivery of transit service.
- City shall make appropriate space available to store parts and associated equipment for a maximum of seventy-two hours prior to installation. No material, tools, labor, or facilities will be furnished by City unless otherwise provided for in the solicitations.
- City shall participate with the Proposer in the performance of a design and initial operations test no later than one week after commencement of system operation in revenue service.
- City will participate with the Proposer in the performance of a final acceptance test no later than two weeks after the contractor has released the completed system (all vehicles and supporting infrastructure) for operation in revenue service.

III. TERM OF PROJECT

The contract awarded will be a three (3) year contract, with the option to renew the contract for up to two (2) additional one (1) year periods, by written amendment to the contract.

IV. RFP DOCUMENTS

Request for Proposal (RFP) documents may be obtained at Sandy Operations Center, located at 16610 Champion Way, Sandy, OR 97055, or may be obtained electronically on the City website (<https://www.ci.sandy.or.us/transit>). The City of Sandy shall not be held responsible for the delivery of the documents. Contact Andi Howell at ahowell@ci.sandy.or.us to obtain RFP documents by mail.

V. PROJECT MANAGER

The City's Project Manager shall be the sole point of contact for all questions, concerns, and protests. The Project Manager for this Project is:

Andi Howell
16610 Champion Way
Sandy, OR 97055
ahowell@ci.sandy.or.us

VI. MINIMUM QUALIFICATIONS

To be considered for award of the contract for this Project, each Proposer must demonstrate, to the satisfaction of the City, that they possess the qualifications, experience, skill, licenses, necessary facilities, and financial resources required to perform the contract services in a satisfactory manner and with the required time, including the following minimum criteria:

1. Proposer shall demonstrate a minimum of five (5) years' experience providing the types of services described within the Scope of Work of this RFP for public agencies.
2. Proposer shall demonstrate the ability to meet the requirements of this Project.
3. Proposers with a record of substandard workmanship, as verified by the City by communication with licensing authorities, former clients and references, and other means as the City deems appropriate, will not be considered.

VII. PROPOSAL REQUIREMENTS

Proposers shall prepare and submit Proposals in accordance with the requirements stated within this RFP. Adherence to these requirements will ensure a fair and objective analysis of submitted Proposals. Proposals should provide a clear, concise description of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness, brevity, and clarity of content. Failure to comply with or complete any part of the RFP may result in rejection of the Proposal. The ability to follow these instructions demonstrates attention to detail.

The Proposals should have separate sections that address the main project (The City of Sandy and Clackamas County Mt Hood Express) and optional additional projects separately (Clackamas County Transportation Reaching People, Clackamas County Last Mile Shuttles, City of Canby, and South Clackamas Transit District). Many of the items for all the projects are the same, but there are slight differences, so each project needs to broke out to ensure each party understands the options being offered and the associated costs.

Proposal Format

Proposals shall be typewritten, with a standard body text font (e.g., Calibri, Times New Roman, Garamond) of at least 12-point. Please number pages consecutively in the lower right-hand corner, after the table of contents. Proposals shall be organized in the order listed in this Proposal Requirements section and shall not exceed thirty (30) pages, including the Price Proposal. Supporting information that does not count toward the page limit includes the introductory cover letter, references, and optional graphs, examples, photos, etc.

Proposals must be signed. If the Proposal is made by a corporation, it shall be signed by the corporation's authorized designee. Proposals must be submitted with any forms, or copies of forms, furnished by the City in this RFP. Proposers must not alter forms furnished by the City. Modifying the proposal forms, conditioning, or limiting the Proposal may disqualify the Proposal. Digital signatures are permitted.

Proposers are required to include the following information in their Proposal:

Introductory Cover Letter

Provide a brief introduction of the Proposer, and/or an introduction of all members who may be involved in the contract resulting from this RFP. Describe primary business experience of the Proposer, length of time in business, organizational structure, size, capabilities, financial ability of Proposer to fulfill obligations of resultant contract award, ownership, the location of office(s), telephone number, email address, web-address, and any other information that the Proposer deems pertinent and introductory in nature.

Qualifications

Proposers shall describe their knowledge and past project experience relevant to the City's needs, as listed in the Scope of Work of this RFP, including the Proposer's direct experience on projects of similar size, scope, and complexity.

Scope of Work

A detailed description of the products and services being proposed to meet the requirements set forth in the RFP. Please include a project schedule showing key milestones, including beta-testing of components, and expected "go live" dates of each of the components listed in the Scope of Work. Proposers should assume a project kick-off at time of contract signing. Proposer's Scope of Work should incorporate the items contained in the general Scope of Work provided in this RFP.

Industry References

A detailed list of all clients where Proposer has been the primary contractor for a similar ITS project.

Project Understanding

Proposals shall demonstrate the contractor's understanding of the Project by providing a clear and concise description of the Project, discussion of the anticipated primary issues and milestones, and identification of key stakeholders, based on the information provided in the RFP.

Project Approach

Proposals shall clearly define the tasks and activities necessary to meet the objectives outlined in the Scope of Work of the RFP. Each Proposer should demonstrate knowledge of the type of work requested, ability to solve the anticipated Project issues, and ability to offer innovative ideas. Proposer's ability to expeditiously complete the work should be made evident. The Proposal should include the following:

1. Describe overall approach to project management.
2. Describe Proposer's approach and methodology for preparing project cost estimates, including the services being solicited by the RFP, as well as the cost of permits, acquisitions, and construction.
3. Describe approach to organize and accomplish each of the tasks and activities of this RFP, including addressing the anticipated primary issues and milestones.
4. Identify Proposer's specific team members, including key subcontractors, and resources assigned to each task and activity of the RFP.

5. Describe Proposer's approach to complete the tasks and activities of this RFP in a timely manner and control costs.
6. Describe Proposer's approach to unanticipated issues that may arise during the Project.
7. Describe Proposer's quality assurance and quality control procedures to be implemented on this Project.
8. Describe Proposer's approach and abilities to interact and engage stakeholders.
9. Identify and describe the deliverables that will result from each task and activity.

Contractor Experience

Proposals shall provide a brief work history of Proposer's and any subcontractor's projects entailing the same type of work being requested. Emphasis should be placed on local projects for public agencies where possible. The Proposal should include the following:

1. Describe the Proposer's and key subcontractor's firm size, office locations, and relevant capabilities and resources to be utilized on this Project.
2. Describe Proposer's and any key subcontractors' work experience that corresponds with the Project needs as identified in this RFP.
3. Provide at least three (3) examples of projects completed by Proposer for public agencies within the last five (5) years that best characterize Proposer's experience with the work being requested, work quality, and cost control, describing each by project name, type, location, and date.
 - Include the public agency name and the name, address, telephone number, and email of the current contact person for each project, where possible.
 - Identify what role, if any, each team member who is proposed for this City Project (see Project Team Experience, below) played in each listed project.
 - Identify original and final contract costs for each listed project. Explain any cost overruns and corrective actions taken.

Project Team Experience

Proposals shall identify the team to be assigned to the Project by name, describing each member's qualifications and experience with completed projects relative to the requested services, including expertise regarding all tasks associated with the Scope of Work. Each Proposal should include the following:

1. Identify by name and title the project principal, project manager, key supporting personnel, and any subcontractors and/or suppliers to be assigned to this Project.
2. Describe education, training, qualifications, registrations, certification, and relevant individual work experience of all key personnel, including subcontractors, to be assigned to this Project.
3. Identify the Project roles and responsibilities of all key personnel.
4. Describe any attributes or expertise of key personnel uniquely situated for the requested services.
5. Describe the extent of principal and project manager involvement.
6. Describe current and anticipated assignments and location of key personnel, including percentage of time devoted to other projects during performance of this Project.

7. Estimate the percentage of time each listed key personnel will be devoted to this Project for the duration of the Project, based on a forty (40) hour workweek.

Support

Proposers shall provide a description of the functional organization of the proposed project team. Include an organizational chart showing the project team, detail the roles and responsibilities of each team member, the availability of each team member, the location of each team member, and the key team member status (i.e., identify Proposer employees and subcontractors). Provide the experience and qualifications of each team member, including, but not limited to, a summary of experience with related work, years of experience in the specified position, and education. The information shall be presented as a bio and detailed team member resumes or cover letters may also be included.

At a minimum, Proposers shall clearly describe the direct qualifications, experience, and training of personnel assigned to the following key roles:

- **Project Manager.** This is the individual who will be responsible for the overall performance of the work and who will be the primary representative of the Contractor.
- **Project Engineer.** This is the individual who will act as the primary interface for all technical questions and for coordinating with Proposer's developer and technical staff.
- **Contractual Representative.** This is the individual who will coordinate with SMART on contractual negotiations and administration.
- **Hardware Lead.** This is the individual responsible for the design, development, and procurement of all hardware under the proposed contract.
- **Software Lead.** This is the individual responsible for the design, development, and procurement of all software under the proposed contract.
- **Installation Lead.** This is the individual responsible for the coordination and oversight of all vehicle installation activities.
- **Training Lead.** This is the individual responsible for creating the training materials and curricula, and for leading the training activities.
- **Documentation Lead.** This is the individual responsible for providing quality control of all documentation to ensure that it is complete, comprehensive, fit for purpose, and effective at communicating information to the expected user group.
- **Customer Support Lead.** This is the individual who will act as the primary contact for warranty and ongoing support services.

Any changes to the Staffing Plan made prior to any resultant contract shall be reviewed by the City, and any changes made during implementation must be approved by the City. The Project Manager shall meet regularly with City and County staff throughout the duration of the contract. Meetings should be more frequent during the hardware installation and training period. After the initial installation, meetings shall occur regularly on an agreed upon interval by the City, County and Contractor. Meetings shall happen in-person, by teleconference, or by videoconference.

Project Cost

Proposers are required to submit prices for one or more items, including (1) lump sum proposal, (2) lump sum proposal alternate prices; (3) unit prices; or (4) any combination of items (1) through (3) above. The Proposal shall provide a not-to-exceed amount for full Project completion based on the Scope of Work of this RFP. The Proposal should include a spreadsheet of the

estimated number of person-hours associated with each task identified in the Project approach. The spreadsheet should specify the billing rate and number of hours each member of the Project team, including subcontractors, will work on each task and all expenses. (See **Attachment A – Price Proposal Form.**)

Proposers agree to hold all pricing for a period of one hundred twenty (120) days from the date of the Proposal opening. Proposals shall not be conditioned to allow for less than a one hundred twenty (120) day acceptance period.

Project Schedule

Proposals shall include a proposed Project schedule identifying the duration and completion date of all tasks and milestones. The schedule should reflect the anticipated final completion date stated in the Scope of Work. If the schedule extends beyond the final completion date, the Proposal should include an explanation as to why the work cannot be completed within the proposed timeframe stated in the Scope of Work.

Supporting Information

Supporting materials may include graphs, full resumes, other references, charts, sample documents, and photos. However, pertinent information should be covered in the body of the Proposal. Supporting Information will not count toward the page limit, but brevity is encouraged. If there is no additional information to present in the Supporting Information, then state: *“There is no additional information we wish to present.”*

VIII. PROPOSAL SUBMISSION

Proposal Submission Requirements

Proposals must be in pdf format. Proposers shall email their Proposals, with the subject line “RFP – Intelligent Transportation System,” and include the name and address of the Proposer in the body of the email. Proposals shall be addressed and submitted to the following email by no later than **2:00 p.m., Pacific Time, on Wednesday, February 2, 2022.** .

Andi Howell
ahowell@ci.sandy.or.us

Proposals must arrive at the stated email address on or before the listed time and date due. Late Proposals will remain unopened and will not be reviewed. The City of Sandy reserves the right to reject any or all Proposals.

RFP Change Requests/Exceptions

A prospective Proposer may request a change to any provision, specification, or contract term (“Exceptions”) contained in the RFP documents by submitting an email request to:

Andi Howell
ahowell@ci.sandy.or.us

All change requests shall include “RFP Change Request – Intelligent Transportation System” in the subject line or written on the front of the envelope and be submitted, in writing, by no later than **5:00 p.m., Pacific Time, on Wednesday, January 12, 2022.** Each request for change must specify the provisions, specifications, or contract terms of the RFP in question and contain reasons for the requested change and any proposed changes.

The City will evaluate and resolve all change requests submitted before the listed time and date due within a reasonable time following receipt of the change request. Changes that are accepted by the City will be issued in the form of an addendum to the RFP.

IX. Proposal Evaluation and Selection

All Proposals received by the deadline will be reviewed by a Selection Review Committee. The Selection Review Committee will be comprised of City and County staff. One or more finalists may be invited to an interview after the written Proposals have been reviewed. Each committee member will independently evaluate each Proposal in accordance with the criteria stated in the Proposal Requirements section of this RFP.

At any point during the evaluation process, the City is permitted to seek clarification of any Proposal. The City retains the right to accept any or no Proposal that is deemed to best fit the needs of the City.

Written Evaluation

Based on their evaluation, each member of the Selection Review Committee will score each Proposal according to the following scoring criteria. Each member will rank, in descending order, each Proposal by total score.

WRITTEN PROPOSAL EVALUATION CRITERIA

Criteria	Maximum Score
Proposer's Qualifications and Experience	20
Project Organization and Staffing Plan	15
Project Management Plan	20
Technical Approach	25
Cost	20
Total	100 Points

In addition to the above weighted scoring criteria, feedback from provided references will also be considered and may be determinative in the selection process.

Explanation of Evaluation Criteria

Qualifications and Experience of Proposer (20 possible points):

- **Introduction or Cover Letter:** Provide a brief introduction of the Proposer, and/or an introduction of all members who may be involved in this contract. Describe primary business experience of the Proposer, the Proposer's overall mission statement, length of time in business, organizational structure, size, capabilities, ownership, the location of office(s), telephone number, e-mail address, web-site address, and any other information the Proposer deems pertinent and introductory in nature. A primary contact person for solicitation purposes with phone number, e-mail address and fax number must be included.
- **Qualifications of Proposer:** The Proposer shall describe its knowledge and past project experience relevant to the City of Sandy's needs, Scope of Work, including the Proposer's direct experience on projects of similar size, scope and complexity; include dates, locations, type of service, project managers, and names, addresses, contact persons and

telephone numbers of clients. Include a minimum of three examples of US based installations demonstrating relevant work history and experience.

References:

The Proposer shall provide a list of all transit installations implemented by the Proposer. The references shall give the name of a contact person with knowledge of Proposer's work; that person's address, telephone number, and company; and a description of the type of work performed. References may be contacted by City.

Project Organization and Staffing Plan (15 possible points):

The Proposer shall provide a description of the functional organization of the proposed project team. Include an organizational chart showing the project team, detail the roles and responsibilities of each team member, the availability of each team member, the location of each team member, and the key team member status (i.e., identify Proposer employees and subcontractors).

Provide the experience and qualifications of each team member, including, but not limited to, a summary of experience with related work, years of experience in the specified position, and education. The information shall be presented as a bio and detailed team member resumes or cover letters may also be included.

Project Management Plan (20 possible points):

Provide an overview of the Proposer's project management plan to ensure adequate technical and administrative oversight of the work and to manage Project schedule and budget. Describe the proposed procedures for technical and administrative communications between the Proposer and City of Sandy. Discuss proposed quality control / quality assurance measures, procedures, and any certifications pertaining thereto. Discuss tools and procedures for system design, revisions and change management, and software configuration. The Project Management Plan shall include the following:

- Project delivery timeline
- Implementation schedule with key milestones identified. The City's goal is to have the current MDT system substantially operational by April 2022. Any additions or changes to the current application may be phased in to the program. Vehicle installation work may occur five (5) days a week (Monday – Friday).
- Overview of training, installation, testing, and quality assurance plans for the project. Details on warranty and maintenance.
- Proposer's expectations of the City of Sandy.

Technical Approach (25 possible points):

The Proposer shall provide the overall technical approach and the proposed system architecture with primary subsystems and components to be deployed, their relationships to one another, and their relationship to existing City systems and infrastructure. Provide the following details:

- Software overview describing what features and functions will be available to the City (include sample screen shots of software shown in English).
- Hardware overview describing the integration of new and legacy subsystems (where relevant include product data sheets).
- Summary of any new development efforts needed to provide the functionality specified within the technical requirements and is not part of the proposed "off the shelf" system.

In addition, provide a listing of all Proposer and third-party licensing and maintenance/support agreements necessary for the proposed system. Describe user and/or other thresholds that may affect licensing and the different costs associated with licensing. Describe handling of maintenance/support requests, including priority levels for response (e.g. critical, high, medium, low), service response times, and hours of support. Provide copies of all licensing agreements associated with the Proposer and third-party licensing.

Price Proposal/Cost (20 possible points):

The Proposer shall provide a completed copy of the Price Proposal form provided in this RFP. (See Attachment A.)

The price proposal shall include all items of labor, materials, tools, equipment, duties, fees, insurance, shipping, and all other costs necessary to fully complete the manufacture, delivery, assembly, installation, warranty, extended warranty, and training of City personnel, service manuals, drawings, and other items as set forth in this RFP.

- Pricing must also be provided for any identified ongoing costs such as software licenses, upgrade fees, consulting, warranties, and maintenance.
- Provide a schedule of fully-burdened hourly rates, by labor category, for additional engineering, training, and/or technical support services that may be requested by the City as may be executed as a change.
- In addition, provide incremental costs for all optional project elements.
- If discounts are provided, they should be applied to specific categories.
- The Price Proposal must be signed by an authorized representative of the Proposer with authority to bind the Proposer. Digital signatures are permitted.

The City reserves the right to add or delete quantities during the contract period. The amounts displayed on the Price Proposal form are based on assumed initial need and does not guarantee a minimum or maximum order.

Proposal Quality: Quality and creativity of the Proposal and points addressed in the Scope of Work, and the likelihood of achieving program objectives.

Interview Evaluation

If determined to be necessary or desirable by the City, finalists from the written evaluation may be invited to participate in an additional interview evaluation process. The number of finalists will be determined by the Selection Review Committee. The interview evaluation process will provide an opportunity for Proposers to make a presentation to clarify their Proposal and for the Selection Review Committee to ask additional questions related to the Proposal and the Scope of Work. The City will notify finalists of the interview evaluation time and location and allow for a reasonable period of time for finalists to prepare presentations.

After the interviews, each member of the Selection Review Committee will re-evaluate and re-score each finalist interviewed according to the Evaluation Criteria. Each member will rank, in descending order, each interviewed finalist by total score.

The City reserves the right to perform additional investigations of any Proposer, including communication with licensing authorities, former clients, and references, and other means as the City deems appropriate, and may reject any Proposal upon finding a record of the Proposer's substandard workmanship.

Evaluation Procedure

- A. The Evaluation Committee (Committee) will review proposals received timely, by the deadline closing date and time, for conformance with the instructions and requirements of

the RFP and Contract documents. Submissions that do not meet the requirements detailed within this RFP may be rejected as non-responsive.

- B. The Committee reserves the right to award based upon the most favorable initial proposal and without conducting Bidder interviews.
- C. The Committee reserves the right to make changes to the RFP during discussions/ negotiations. Any changes to the RFP shall be distributed to all Proposers remaining within the competitive range at the time the change is made.
- D. The City reserves the right to investigate the qualifications of all Proposers under consideration and to confirm any part of the information furnished by a Proposer, or to require other evidence of managerial, financial, or technical capabilities which are considered necessary for the successful performance of the work. The City reserves the right to visit sites where work of a similar nature has been performed by the Proposer and/or visit the Proposer's work facility during the evaluation period. Any information gained by the City as a result of documentation/evidence provided, and/or obtained from site visits will all be considered during the final evaluation and final scoring.
- E. City of Sandy's Transit Director shall have full authority over the City's selection and decision to award, subject to applicable City policy.

Successful Proposer Determination

The Proposer with the highest overall ranking, as determined by the Selection Review Committee, based on both the written evaluation and interview evaluation, will be identified as the Successful Proposer.

The Selection Review Committee will determine the final ranking of Proposers, and the Committee's decision is final. Upon determination of the Successful Proposer and performance of additional investigations, the City will issue a Notice of Intent to Award letter notifying all Proposers of the City's selection of a Successful Proposer and protest procedures.

The City reserves the right to negotiate a final contract that is in the best interest of the City. The City will only negotiate those provisions of the contract that were noted as Exceptions in the Proposal. The City will attempt to reach a final agreement with the Successful Proposer. The City may, in its sole discretion, terminate negotiations and reject the Proposal in the event agreement cannot be reached. The City may then attempt to reach final agreement with the next highest ranked Proposer, and so on with the remaining Proposers, until an agreement is reached. In the alternative, the City may at any time elect to reject all Proposals and begin the RFP process over.

After the City has reached final agreement with the Successful Proposer, the Selection Review Committee will make a recommendation to the Sandy City Council. The Sandy City Council will then make the final contract award decision.

X. SCHEDULE

The following is the anticipated timeline for receiving and evaluating Proposals and awarding a contract to the most qualified firm or individual. This schedule is subject to change as additional time is needed.

Advertise Request for Proposals	January 5, 2022
RFP Change Request Deadline	January 12, 2022 5:00 p.m.
RFP Question Submission Deadline	January 19, 2022 5:00 p.m.

Addenda Issuance Deadline	January 26, 2022
Proposals Due	February 2, 2022, 2:00 p.m.
Contractor Interviews and Demonstrations	February 7 – 11, 2022
Evaluation of Proposals Complete	February 18, 2022
Notice of Intent to Award	February 21, 2022
Award Protest Deadline	February 28, 2022, 5:00 p.m.
City Council Award	March 7, 2022, 7:00 p.m.
Notice of Award	March 8, 2022

XI. RFP QUESTIONS/PROTEST

RFP Questions

Proposers shall direct all questions regarding RFP documents by email to:

Andi Howell
ahowell@ci.sandy.or.us

All questions shall include “RFP Questions – Intelligent Transportation System” in the subject line or written on the front of the envelope and be submitted in writing by **5:00 p.m., Pacific Time, on Wednesday, January 19, 2022**. Questions and answers will be provided by email to all firms on the RFP holders list. Additionally, responses will be posted on the City’s website by Wednesday, January 26, 2022, ricted during the RFP preparation period from **January 8 through January 19, 5:00 p.m., Pacific Time**. During this time, Proposers are encouraged to ask as many questions as needed to prepare a viable Proposal. Questions submitted after 5:00 p.m., Pacific Time, on Wednesday, January 19, 2022, will not be addressed.

For the sake of fairness, Proposers are not to contact any City staff or official, other than the Project Manager, concerning this RFP. Contact with any other City staff or official concerning this RFP will be grounds for disqualification.

Proposers are hereby notified that verbal communication may not be relied upon as official communication concerning this RFP. Only answers to those questions responded to by the Project Manager via email or by written addendum may be relied upon.

Award Protest

A Proposer believing to have been adversely affected or aggrieved by the selection of the Successful Proposer may submit a protest to the City in accordance with OAR 137-047-0740. The protest must be in writing and submitted to:

Andi Howell
ahowell@ci.sandy.or.us

Award protests shall include “Award Protest – Intelligent Transportation System” in the subject line or written on the front of the envelope. The written protest must be received by the City no later than **5:00 p.m., Pacific Time, on Monday, February 28, 2022**. The protest should demonstrate that all higher ranked Proposers failed to meet the requirements of the RFP or are not qualified to perform the services described in the RFP. Protests received after the submittal deadline will not be considered.

No contract associated with the RFP will be awarded until any protests have been resolved. The City will evaluate and resolve all award protests submitted before the deadline within a reasonable time following receipt of the protest. The City will promptly issue a written decision on the protest to the Proposer who submitted the protest. If the City's written decision on the protest results in a change to the RFP, the City will cancel the Notice of Intent to Award, revise the RFP documents accordingly, and solicit for new Proposals. The City's decision regarding the protest is final and concludes the administrative appeals process.

XII. GENERAL RFP INFORMATION

Contract Award

The City may elect to award the contract to the highest ranked Proposer based on successful negotiation of scope, price, and terms. However, the City may, in its sole discretion, terminate negotiations and reject the Proposal if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the next highest scoring Proposer and may continue on, in the same manner, with remaining Proposers until an agreement is reached.

The City will only negotiate those provisions of the contract that were noted as Exceptions in the Proposal.

Cancellation

The City reserves the right to cancel this RFP or the contract award or reject any or all Proposals at any time before execution of the contract by both parties if such cancellation or rejection is deemed to be in the best interest of the City. In no event shall the City have any liability for the cancellation of a contract award.

Changes to the RFP Solicitation by Addenda

The City reserves the right to make changes to the RFP by written addendum.

All addenda shall have the same binding effect as though contained in the main body of the RFP and Scope of Work.

No addenda will be issued later than **January 26, 2022**, except by an addendum, if necessary, postponing the date for receipt of Proposals or withdrawing the RFP altogether.

Each Proposer is responsible for obtaining all addenda prior to submitting a Proposal and shall acknowledge in the Proposal receipt of each addendum as part of the Proposal. Failure to acknowledge receipt of all addenda as part of the Proposal may result in rejection of the Proposal.

Confidentiality

All information submitted by Proposers shall become and remain the property of the City and, as such, is considered public information and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Proposals for which the Proposer requests exception from disclosure as being proprietary information exempt from disclosure, consistent with Oregon law. If a Proposal contains any information that is considered a trade secret under ORS 192.501(2), each sheet of such information must be marked with the following legend:

“This data constitutes a trade secret and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

Identifying the Proposal in whole as a trade secret is not acceptable. Failure to identify a portion of the Proposal as a trade secret shall be deemed a waiver of any future claim of that information as a trade secret. Nondisclosure of documents or any portion of a document submitted as part of a Proposal may depend upon official or judicial determinations made pursuant to the Oregon Public Records Law.

The City will make available to any person requesting information through the City processes for disclosure of public records, any and all information submitted as a result of this RFP not exempted from disclosure without obtaining permission from any Proposer to do so after the Notice of Intent to Award has been released.

The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted. If a public record request is made for material marked as proprietary, the City will not defend against any legal challenge for release. Therefore, claims arising out of any public record request for such information shall be at the Proposer's sole expense, if the Proposer wishes to deny or withhold the information.

Late Proposals

All Proposals that are not received by the Proposal Due Date and Time will not be considered and will be returned unopened to the Proposer. Delays due to such things as technology issues do not excuse the Proposer's responsibility for submitting the Proposal to the correct location by the Proposal Due Date.

Disputes

In case of any doubt or differences of opinion as to the items or services to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the City shall be final and binding upon all parties.

ATTACHMENT A

PRICE PROPOSAL FORM(S)

Price Proposal Form – City of Sandy and Clackamas County MHX

All Prices Inclusive of Applicable Taxes and Duties

Proposer:

PLEASE INDICATE WITH AN * IF THE COST IS SUBSCRIPTION.

LS = Lump Sum; EA = Each

BASE EQUIPMENT, MATERIALS, AND SERVICES				
Item/Description	Quantity	Unit	Unit Price	Total Price
PART 1: PROJECT SERVICES				
Project Management, Schedule, Reporting	1	LS		
Central System Design and Integration	1	LS		
Onboard System Design and Integration	1	LS		
Documentation Development/Finalization				
Design Documentation	1	LS		
Testing Documentation	1	LS		
Installation Documentation	1	LS		
Training Documentation	1	LS		
Software Service, Maintenance and Support Plan	1	LS		
Maintenance and Operations Support Plan	1	LS		
User Manuals	1	LS		
As-Built Documentation	1	LS		
All Other Documentation	1	LS		
Marketing & Branding Materials	1	LS		
SUBTOTAL PROJECT SERVICES				
PART 2: CENTRAL SYSTEM				
Hosted Central System Software and Licensing for Fixed-Route/Deviated Fixed Route	1	LS		
Desktop Display Application	1	LS		
Central System Testing Environment	1	LS		
Central Site Systems Installation & Commissioning	1	LS		
Dispatcher CAD Console Hardware per Workstation	1	EA		
SUBTOTAL CENTRAL SYSTEM				

PART 3: ONBOARD EQUIPMENT**(including equipment, accessories, cabling, installation, and related materials and services required for a complete and functional onboard system)**

Vehicle Logic Unit (VLU) and Associated Equipment, Materials, and Services	20	EA		
Mobile Data Terminal (MDT) and Associated Equipment, Materials, and Services	20	EA		
Automated Stop Announcement (ASA) and Associated Equipment, Materials, and Services	20	EA		
Power over Ethernet network switch to connect all network ready devices to central bus network	20	EA		
Contractor-provided Voice Communication Devices and Associated Equipment, Materials, and Services including cellular Data Cards, Configuration, and Activation	20	EA		
Required Software Licenses	1	LS		
Equipment Installation	20	EA		
Credit if applicable for current equipment (MDT, ASA, LED)	18	EA		
SUBTOTAL ONBOARD EQUIPMENT				

PART 4: VOICE AND DATA COMMUNICATION

Contractor-provided VoIP Central System Solution	1	LS		
Central Site Equipment for VoIP Solution	1	LS		
CAD/AVL System Integration	1	LS		
VoIP Software & Licensing	1	LS		
SUBTOTAL VOICE AND DATA RADIO COMMUNICATION				

PART 5: TRAINING COURSES				
Dispatcher User Training and Associated Equipment, Materials, and Services	2	LS		
Traveler Information/Customer Service Training and Associated Equipment, Materials, and Services	2	LS		
In-Vehicle Bus Operator Training and Associated Equipment, Materials, and Services	2	LS		
Reporting and Data Warehouse Training and Associated Equipment, Materials, and Services	2	LS		
Maintenance Training and Associated Equipment, Materials, and Services	2	LS		
Administrative Training and Associated Equipment, Materials, and Services	2	LS		
SUBTOTAL TRAINING				

PART 6: SPARE PARTS				
Vehicle Logic Unit (VLU) and Associated Equipment, Materials, and Services	2	LS		
Mobile Data Terminal (MDT) and Associated Equipment, Materials, and Services	2	LS		
SUBTOTAL SPARE PARTS				

PART 7: REAL-TIME PASSENGER INFORMATION SYSTEM				
GTFS-Realtime Feeds and Associated Equipment, Materials, and Services	1	LS		
Android and iOS App	1	LS		
SUBTOTAL REAL-TIME PASSENGER INFORMATION SYSTEM				

Subtotal (Required Parts 1 through 7)

GRAND TOTAL

OPTIONAL EQUIPMENT, MATERIALS, AND SERVICES

Unit Item/Description	Quantity	Unit	Price	Extended Price
OPTION 1: DESTINATION SIGN INTEGRATION (including equipment, accessories, cabling, installation, and related materials and services required for complete and functional onboard electronic signs)				
Integration with External Electronic Destination Sign	14	EA		
Hanover or similar External Electronic Destination Sign	14	EA		
Integration with Internal Electronic Destination Sign	14	EA		
Internal Destination Sign	14	EA		
TOTAL DESTINATION SIGN INTEGRATION				

OPTION 2: DEMAND RESPONSE				
Call/text Appointment Reminders	1	LS		
Customized branded Android and iOS App	1	LS		
Real-Time Bus Arrival Map and Notification for Customers	1	LS		
Customer Portal (web/phone) for Ride Scheduling	1	LS		
TOTAL DEMAND RESPONSE				

OPTION 3: AUTOMATED PASSENGER COUNTERS (including equipment, accessories, cabling, installation, and related materials and services required for a complete and functional onboard system)				
Automated Passenger Scanning Equipment (per bus)	20	EA		
Equipment Installation	1	LS		
Required Software	1	LS		
TOTAL DEMAND RESPONSE				

ADDITIONAL NOTES

Discount for 1 "optional add" program:
Discount for 2 "optional add" programs:
Discount for 3 "optional add" programs:
Discount for 4 "optional add" programs:

Price Proposal Form – Clackamas County Transportation Reaching People Price

All Prices Inclusive of Applicable Taxes and Duties

Proposer:

PLEASE INDICATE WITH AN * IF THE COST IS SUBSCRIPTION

LS = Lump Sum; EA = Each

BASE EQUIPMENT, MATERIALS, AND SERVICES				
Item/Description	Quantity	Unit	Unit Price	Total Price
PART 1: PROJECT SERVICES				
Project Management, Schedule, Reporting	1	LS		
Central System Design and Integration	1	LS		
Onboard System Design and Integration	1	LS		
Documentation Development/Finalization				
Design Documentation	1	LS		
Testing Documentation	1	LS		
Installation Documentation	1	LS		
Training Documentation	1	LS		
Software Service, Maintenance and Support Plan	1	LS		
Maintenance and Operations Support Plan	1	LS		
User Manuals	1	LS		
As-Built Documentation	1	LS		
All Other Documentation	1	LS		
Marketing & Branding Materials	1	LS		
SUBTOTAL PROJECT SERVICES				
PART 2: CENTRAL SYSTEM				
Hosted Central System Software and Licensing for Fixed-Route/Deviated Fixed Route	1	LS		
Desktop Display Application	1	LS		
Central System Testing Environment	1	LS		
Central Site Systems Installation & Commissioning	1	LS		
Dispatcher CAD Console Hardware per Workstation	1	EA		
SUBTOTAL CENTRAL SYSTEM				

PART 3: ONBOARD EQUIPMENT

(including equipment, accessories, cabling, installation, and related materials and services required for a complete and functional onboard system)

Vehicle Logic Unit (VLU) and Associated Equipment, Materials, and Services	5	EA		
Mobile Data Terminal (MDT) and Associated Equipment, Materials, and Services	5	EA		
Automated Stop Announcement (ASA) and Associated Equipment, Materials, and Services	5	EA		
Power over Ethernet network switch to connect all network ready devices to central bus network	5	EA		
Contractor-provided Voice Communication Devices and Associated Equipment, Materials, and Services including cellular Data Cards, Configuration, and Activation	5	EA		
Required Software Licenses	1	LS		
Equipment Installation	5	EA		
Credit if applicable for current equipment (MDT, ASA, LED)	N/A	EA		
SUBTOTAL ONBOARD EQUIPMENT				

PART 4: VOICE AND DATA COMMUNICATION

Contractor-provided VoIP Central System Solution	1	LS		
Central Site Equipment for VoIP Solution	1	LS		
CAD/AVL System Integration	1	LS		
VoIP Software & Licensing	1	LS		
SUBTOTAL VOICE AND DATA RADIO COMMUNICATION				

PART 5: TRAINING COURSES				
Dispatcher User Training and Associated Equipment, Materials, and Services	2	LS		
Traveler Information/Customer Service Training and Associated Equipment, Materials, and Services	2	LS		
In-Vehicle Bus Operator Training and Associated Equipment, Materials, and Services	2	LS		
Reporting and Data Warehouse Training and Associated Equipment, Materials, and Services	2	LS		
Maintenance Training and Associated Equipment, Materials, and Services	2	LS		
Administrative Training and Associated Equipment, Materials, and Services	2	LS		
SUBTOTAL TRAINING				

PART 6: SPARE PARTS				
Vehicle Logic Unit (VLU) and Associated Equipment, Materials, and Services	2	LS		
Mobile Data Terminal (MDT) and Associated Equipment, Materials, and Services	2	LS		
SUBTOTAL SPARE PARTS				

PART 7: REAL-TIME PASSENGER INFORMATION SYSTEM				
GTFS-Realtime Feeds and Associated Equipment, Materials, and Services	1	LS		
Android and iOS App	1	LS		
SUBTOTAL REAL-TIME PASSENGER INFORMATION SYSTEM				

Subtotal (Required Parts 1 through 7)

GRAND TOTAL

OPTIONAL EQUIPMENT, MATERIALS, AND SERVICES

Unit Item/Description	Quantity	Unit	Price	Extended Price
OPTION 1: DESTINATION SIGN INTEGRATION (including equipment, accessories, cabling, installation, and related materials and services required for complete and functional onboard electronic signs)				
Integration with External Electronic Destination Sign	5	EA		
Hanover or similar External Electronic Destination Sign	5	EA		
Integration with Internal Electronic Destination Sign	5	EA		
Internal Destination Sign	5	EA		
TOTAL DESTINATION SIGN INTEGRATION				

OPTION 2: DEMAND RESPONSE				
Call/text Appointment Reminders	1	LS		
Customized branded Android and iOS App	1	LS		
Real-Time Bus Arrival Map and Notification for Customers	1	LS		
Customer Portal (web/phone) for Ride Scheduling	1	LS		
TOTAL DEMAND RESPONSE				

OPTION 3 : AUTOMATED PASSENGER COUNTERS (including equipment, accessories, cabling, installation, and related materials and services required for a complete and functional onboard system)				
Automated Passenger Scanning Equipment (per bus)	5	EA		
Equipment Installation	1	LS		
Required Software	1	LS		
TOTAL DEMAND RESPONSE				

Price Proposal Form – Canby Area Transit

All Prices Inclusive of Applicable Taxes and Duties

Proposer:

PLEASE INDICATE WITH AN * IF THE COST IS SUBSCRIPTION

LS = Lump Sum; EA = Each

BASE EQUIPMENT, MATERIALS, AND SERVICES				
Item/Description	Quantity	Unit	Unit Price	Total Price
PART 1: PROJECT SERVICES				
Project Management, Schedule, Reporting	1	LS		
Central System Design and Integration	1	LS		
Onboard System Design and Integration	1	LS		
Documentation Development/Finalization				
Design Documentation	1	LS		
Testing Documentation	1	LS		
Installation Documentation	1	LS		
Training Documentation	1	LS		
Software Service, Maintenance and Support Plan	1	LS		
Maintenance and Operations Support Plan	1	LS		
User Manuals	1	LS		
As-Built Documentation	1	LS		
All Other Documentation	1	LS		
Marketing & Branding Materials	1	LS		
SUBTOTAL PROJECT SERVICES				
PART 2: CENTRAL SYSTEM				
Hosted Central System Software and Licensing for Fixed-Route/Deviated Fixed Route	1	LS		
Desktop Display Application	1	LS		
Central System Testing Environment	1	LS		
Central Site Systems Installation & Commissioning	1	LS		
Dispatcher CAD Console Hardware per Workstation	1	EA		
SUBTOTAL CENTRAL SYSTEM				

PART 3: ONBOARD EQUIPMENT**(including equipment, accessories, cabling, installation, and related materials and services required for a complete and functional onboard system)**

Vehicle Logic Unit (VLU) and Associated Equipment, Materials, and Services	18	EA		
Mobile Data Terminal (MDT) and Associated Equipment, Materials, and Services	18	EA		
Automated Stop Announcement (ASA) and Associated Equipment, Materials, and Services	18	EA		
Power over Ethernet network switch to connect all network ready devices to central bus network	18	EA		
Contractor-provided Voice Communication Devices and Associated Equipment, Materials, and Services including cellular Data Cards, Configuration, and Activation	18	EA		
Required Software Licenses	1	LS		
Equipment Installation	18	EA		
Credit if applicable for current equipment (MDT, ASA, LED)	N/A	EA		
SUBTOTAL ONBOARD EQUIPMENT				

PART 4: VOICE AND DATA COMMUNICATION

Contractor-provided VoIP Central System Solution	1	LS		
Central Site Equipment for VoIP Solution	1	LS		
CAD/AVL System Integration	1	LS		
VoIP Software & Licensing	1	LS		
SUBTOTAL VOICE AND DATA RADIO COMMUNICATION				

PART 5: TRAINING COURSES				
Dispatcher User Training and Associated Equipment, Materials, and Services	2	LS		
Traveler Information/Customer Service Training and Associated Equipment, Materials, and Services	2	LS		
In-Vehicle Bus Operator Training and Associated Equipment, Materials, and Services	2	LS		
Reporting and Data Warehouse Training and Associated Equipment, Materials, and Services	2	LS		
Maintenance Training and Associated Equipment, Materials, and Services	2	LS		
Administrative Training and Associated Equipment, Materials, and Services	2	LS		
SUBTOTAL TRAINING				

PART 6: SPARE PARTS				
Vehicle Logic Unit (VLU) and Associated Equipment, Materials, and Services	2	LS		
Mobile Data Terminal (MDT) and Associated Equipment, Materials, and Services	2	LS		
SUBTOTAL SPARE PARTS				

PART 7: REAL-TIME PASSENGER INFORMATION SYSTEM				
GTFS-Realtime Feeds and Associated Equipment, Materials, and Services	1	LS		
Android and iOS App	1	LS		
SUBTOTAL REAL-TIME PASSENGER INFORMATION SYSTEM				

Subtotal (Required Parts 1 through 7)

GRAND TOTAL

OPTIONAL EQUIPMENT, MATERIALS, AND SERVICES

Unit Item/Description	Quantity	Unit	Price	Extended Price
OPTION 1: DESTINATION SIGN INTEGRATION (including equipment, accessories, cabling, installation, and related materials and services required for complete and functional onboard electronic signs)				
Integration with External Electronic Destination Sign	18	EA		
Hanover or similar External Electronic Destination Sign	18	EA		
Integration with Internal Electronic Destination Sign	18	EA		
Internal Destination Sign	18	EA		
TOTAL DESTINATION SIGN INTEGRATION				

OPTION 2: DEMAND RESPONSE				
Call/text Appointment Reminders	1	LS		
Customized branded Android and iOS App	1	LS		
Real-Time Bus Arrival Map and Notification for Customers	1	LS		
Customer Portal (web/phone) for Ride Scheduling	1	LS		
TOTAL DEMAND RESPONSE				

OPTION 3 : AUTOMATED PASSENGER COUNTERS (including equipment, accessories, cabling, installation, and related materials and services required for a complete and functional onboard system)				
Automated Passenger Scanning Equipment (per bus)	18	EA		
Equipment Installation	1	LS		
Required Software	1	LS		
TOTAL DEMAND RESPONSE				

Price Proposal Form – South Clackamas Transit District

All Prices Inclusive of Applicable Taxes and Duties

Proposer:

PLEASE INDICATE WITH AN * IF THE COST IS SUBSCRIPTION

LS = Lump Sum; EA = Each

BASE EQUIPMENT, MATERIALS, AND SERVICES				
Item/Description	Quantity	Unit	Unit Price	Total Price
PART 1: PROJECT SERVICES				
Project Management, Schedule, Reporting	1	LS		
Central System Design and Integration	1	LS		
Onboard System Design and Integration	1	LS		
Documentation Development/Finalization				
Design Documentation	1	LS		
Testing Documentation	1	LS		
Installation Documentation	1	LS		
Training Documentation	1	LS		
Software Service, Maintenance and Support Plan	1	LS		
Maintenance and Operations Support Plan	1	LS		
User Manuals	1	LS		
As-Built Documentation	1	LS		
All Other Documentation	1	LS		
Marketing & Branding Materials	1	LS		
SUBTOTAL PROJECT SERVICES				
PART 2: CENTRAL SYSTEM				
Hosted Central System Software and Licensing for Fixed-Route/Deviated Fixed Route	1	LS		
Desktop Display Application	1	LS		
Central System Testing Environment	1	LS		
Central Site Systems Installation & Commissioning	1	LS		
Dispatcher CAD Console Hardware per Workstation	1	EA		
SUBTOTAL CENTRAL SYSTEM				

PART 3: ONBOARD EQUIPMENT

(including equipment, accessories, cabling, installation, and related materials and services required for a complete and functional onboard system)

Vehicle Logic Unit (VLU) and Associated Equipment, Materials, and Services	6	EA		
Mobile Data Terminal (MDT) and Associated Equipment, Materials, and Services	6	EA		
Automated Stop Announcement (ASA) and Associated Equipment, Materials, and Services	6	EA		
Power over Ethernet network switch to connect all network ready devices to central bus network	6	EA		
Contractor-provided Voice Communication Devices and Associated Equipment, Materials, and Services including cellular Data Cards, Configuration, and Activation	6	EA		
Required Software Licenses	1	LS		
Equipment Installation	6	EA		
Credit if applicable for current equipment (MDT, ASA, LED)	N/A	EA		
SUBTOTAL ONBOARD EQUIPMENT				

PART 4: VOICE AND DATA COMMUNICATION

Contractor-provided VoIP Central System Solution	1	LS		
Central Site Equipment for VoIP Solution	1	LS		
CAD/AVL System Integration	1	LS		
VoIP Software & Licensing	1	LS		
SUBTOTAL VOICE AND DATA RADIO COMMUNICATION				

PART 5: TRAINING COURSES				
Dispatcher User Training and Associated Equipment, Materials, and Services	2	LS		
Traveler Information/Customer Service Training and Associated Equipment, Materials, and Services	2	LS		
In-Vehicle Bus Operator Training and Associated Equipment, Materials, and Services	2	LS		
Reporting and Data Warehouse Training and Associated Equipment, Materials, and Services	2	LS		
Maintenance Training and Associated Equipment, Materials, and Services	2	LS		
Administrative Training and Associated Equipment, Materials, and Services	2	LS		
SUBTOTAL TRAINING				

PART 6: SPARE PARTS				
Vehicle Logic Unit (VLU) and Associated Equipment, Materials, and Services	2	LS		
Mobile Data Terminal (MDT) and Associated Equipment, Materials, and Services	2	LS		
SUBTOTAL SPARE PARTS				

PART 7: REAL-TIME PASSENGER INFORMATION SYSTEM				
GTFS-Realtime Feeds and Associated Equipment, Materials, and Services	1	LS		
Android and iOS App	1	LS		
SUBTOTAL REAL-TIME PASSENGER INFORMATION SYSTEM				

Subtotal (Required Parts 1 through 7)

GRAND TOTAL

OPTIONAL EQUIPMENT, MATERIALS, AND SERVICES

Unit Item/Description	Quantity	Unit	Price	Extended Price
OPTION 1: DESTINATION SIGN INTEGRATION (including equipment, accessories, cabling, installation, and related materials and services required for complete and functional onboard electronic signs)				
Integration with External Electronic Destination Sign	6	EA		
Hanover or similar External Electronic Destination Sign	6	EA		
Integration with Internal Electronic Destination Sign	6	EA		
Internal Destination Sign	6	EA		
TOTAL DESTINATION SIGN INTEGRATION				

OPTION 2: DEMAND RESPONSE				
Call/text Appointment Reminders	1	LS		
Customized branded Android and iOS App	1	LS		
Real-Time Bus Arrival Map and Notification for Customers	1	LS		
Customer Portal (web/phone) for Ride Scheduling	1	LS		
TOTAL DEMAND RESPONSE				

OPTION 3 : AUTOMATED PASSENGER COUNTERS (including equipment, accessories, cabling, installation, and related materials and services required for a complete and functional onboard system)				
Automated Passenger Scanning Equipment (per bus)	6	EA		
Equipment Installation	1	LS		
Required Software	1	LS		
TOTAL DEMAND RESPONSE				

ATTACHMENT B

SAMPLE GOODS AND SERVICES CONTRACT

CONTRACT FOR SERVICES

This agreement is made and entered into between:

City of Sandy "The City"

and

_____ "The Contractor"

RECITALS

The Contractor is an independent contractor who desires to provide their professional services to the City upon the terms and conditions set forth in this Contract.

NOW, THEREFORE, since it is to the mutual benefit that both parties work together and in collaboration with each other to successfully accomplish this worthy project and in consideration of the premises and of the mutual covenants contained herein, the parties agree as follows:

1. Appointment of Independent Contractor

The City hereby appoints the Contractor as an independent contractor for the purpose of performing the services set forth in Attachment A, Scope of Work.

2. Scope of Work

Contractor will provide the services described in Attachment A attached hereto and incorporated herein ("Services"). No scope may be added without full consent and agreement of both parties. The Contractor will deliver all Services.

3. Term

This contract shall be effective _____ and unless sooner terminated pursuant to the provisions of Section 14 shall terminate _____. The term of this contract may be extended by establishing a new contract.

4. Relationship of the Parties; Subcontracts

- A. The Contractor is an independent contractor in as much as the City retains control of only the outcome of performance and that the Contractor has the appropriate licensing needed to provide the service and will provide the necessary equipment to perform such service; and both parties stand ready to absorb any losses which could possibly occur through this venture. Nothing contained herein shall be deemed to create a partnership, joint venture, employee or agency relationship between the parties. The Contractor shall not represent itself to the public as an agent, employee, partner or joint venturer of the City without express written permission.
- B. The Contractor shall not enter into any subcontract for any of the work scheduled under this Contract without obtaining the prior written approval of the City.

5. Compensation

The Contractor shall be compensated based on the detailed pricing contained in the Scope of Work Attachment A. Contractor shall submit one or more invoices to City as services are completed. City and Contractor may agree to added services to the initial scope, but any such additions will require a written quote from Contractor and acceptance by City.

6. Notice of Work to be Performed

The City and the Contractor shall mutually agree on dates which work will be performed.

7. Notice of Time Unavailable

The Contractor shall notify the City at least two weeks prior to scheduled delivery of services if a delay will result in the Contractor's inability to perform requested work as described in Attachment A, Scope of Work. Notification of such delay shall be sent by email to the city project manager, ahowell@ci.sandy.or.us.

8. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the City and its directors, employees and agents, from and against all claims, damages, losses and expenses, including, but not limited to attorney fees, arising out of or resulting in any way from the performance or nonperformance of the activities described in this Contract except for any claims, damages, losses or expenses caused solely by the negligence of the City, which the City agrees to indemnify and hold the Contractor harmless therefrom.

9. Liability Insurance

Contractor will maintain professional liability insurance insuring Contractor against errors or omissions. In addition, Contractor shall obtain and maintain occurrence form commercial general liability and automobile liability insurance for the protection of City, its Councilors, officers, agents and employees. Coverage shall include personal injury, bodily injury (including death) and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Contractor's provision of Services, with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) for each occurrence for bodily injury and property damage and not less than \$2,000,000 (two million dollars) in the aggregate. Each policy shall name as additional insured "the City of Sandy, Oregon, its officers, agents and employees" with respect to claims arising out of Contractor's work under this Contract. Prior to commencement of any services under this Contract, Contractor will furnish the City with evidence of insurance coverage and provisions as described above. Such policy or policies may not be canceled without a minimum of thirty (30) days prior written notice to the City. In the event Contractor fails to maintain insurance as required, the City will have the option, but will not have the obligation, to obtain such coverage with costs to be reimbursed by Contractor. The coverage provided by insurance required under this Contract shall be primary, and any other insurance carried by City shall be excess.

10. Workers Compensation Coverage

Contractor will maintain Workers Compensation insurance insuring Contractor and provide evidence of such insurance to City.

11. Medical Care for Employees

Contractor shall make payment of all sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care incident to the sickness or injury of Contractor's employee(s), all sums which Contractor agrees to pay for such services and all monies and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract or contract for the purpose of providing or paying for such service. (ORS 279B.230)

12. Safety and Health Requirements

Services provided under this Agreement shall comply with all federal Occupational Safety and Health Administration (OSHA) requirements and with all Oregon safety and health requirements, including those of the State Workers' Compensation Division.

13. Termination and Modification

At any time with or without cause, City or Contractor has the right to terminate this Agreement. Contractor agrees to provide City with written notice of its intent to terminate this Agreement no less than ten (10) business days before termination. If City terminates this contract, it shall deliver full payment to Contractor for services rendered to date of termination.

14. Ownership of Work Product

Work product independently produced by the Contractor under this Contract is the property of the City. Any reports, documents, or PowerPoint presentations with the Contractor's name on them, will continue to have the Contractor's name on them unless otherwise stipulated in Attachment A.

15. Project Information

Contractor agrees to share all information with City related to services covered in this Agreement. No information, news, or press releases related to the project shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior authorization of the City Manager.

16. Payment of Claims by City

Contractor shall make payment promptly, as due, to all persons supplying to Contractor labor or material for the prosecution of the work provided for in this contract. (ORS 279B.220). If Contractor fails, neglects, or refuses to make a prompt payment of any claim for labor or services furnished to Contractor or a subcontractor, or by any person in connection with this contract as the claim becomes due, the City may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Contractor pursuant to this contract. The City's payment of a claim under this Section shall not relieve Contractor or Contractor's surety, if any, from responsibility for those claims.

17. Independent Contractor

Contractor is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation identified in section 5 of this Contract. As an independent contractor, Contractor is not

eligible to receive through the City worker's compensation, social security, public employee's retirement, health insurance or other benefits provided to City employees. Contractor hereby expressly acknowledges and agrees that as an independent contractor, Contractor is not entitled to indemnification by the City or the provision of a defense by the City under the terms of ORS 30.285. This acknowledgment by City shall not affect independent ability (or the ability of insurer) to assert the monetary limitations found at ORS 30.270, the immunities listed at ORS 30.265, or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS30.300).

18. Assignment

Neither this Contract nor any interest in this Contract or in the rights thereunder shall be assigned, conveyed or transferred in any manner whatsoever, directly or indirectly by the Contractor.

19. Notices

Any notice required or permitted under this Contract shall be given when actually delivered or when deposited in the United States mail as certified mail with postage prepaid, addressed to the parties as indicated below their signatures, or to such other address as may be specified from time to time by notice in compliance with this Section.

20. Waiver

The failure by either party at any time to require performance of any provision of this Contract shall in no way affect the right to enforce that provision or be deemed a waiver of any subsequent breach of any such provision.

21. Integration and Amendment

This Contract is a final and complete agreement of the parties and there are no understandings or agreements, oral or written, not contained herein regarding the subject matter of this Contract. This Contract may not be amended except by a written agreement signed by both parties.

22. Governing Law

This Contract shall be interpreted, construed, governed and enforced according to the laws of the State of Oregon.

23. Payment Required by ORS 279B.220:

For all services provided under this Agreement, City shall remit payment to Contractor within Thirty (30) days of the receipt of any invoice relating to the delivery of the services and products as specified in the Scope of Work Attachment A.

"THE CONTRACTOR"

Signature

Date

"THE CITY"

Signature

Date