

**REQUEST FOR PROPOSALS (RFP)
FOR THIRD PARTY OPERATION OF TRANSIT SERVICE FOR BEN HILL COUNTY**

1. NOTICE TO PROPOSERS

The Ben Hill County Board of Commissioners invites proposals for a service provider for the operation of its Section 5311 public transit service, for a one-year period, with an option at the discretion of Board of Commissioners to extend for four (4) additional years. This public transit service is a federal and state subsidized service through 49 USC Section 5311, Federal Transit Administration Other than Urbanized Areas Transit Fund Program. Copies of the Request for Proposal (RFP) document may be obtained from:

Michael Dinnerman
County Manager, Ben Hill County
402-A East Pine Street
Fitzgerald GA 31750-2866
229-426-5100
mdinnerman@benhillcounty.com

The Board of Commissioners seeks proposals from qualified firms or organizations (public, private, non-profit) with experience in all aspects of public transportation administration, planning, management, operations and vehicle maintenance, and coordination with County, regional, state, and federal agencies.

The RFP includes the Terms and Conditions and Technical Specification defining the requirements of the proposal and identifies all significant evaluation factors, listed in descending order of importance.

An evaluation committee will consist of representatives with sufficient technical expertise to adequately address and evaluate proposals received.

The RFP is publicly advertised and issued to all requesters.

Proposers must submit proposals in two (2) parts. The first part includes, but is not limited to technical and contractual proposal, including all required submittals. The second part includes, but is not limited to proposed price and cost data, including all required submittals. All information including the number and names of Proposers is kept confidential, within legal constraints. Each proposal part must be submitted in separate sealed envelopes and be clearly labeled as: Response to Transit RFP – Technical Proposal and Response to Transit RFP – Cost Proposal

Technical proposals should identify any proposed substitution or additional features with an explanation of the benefits they offer the county. It is expected that the cost impact of these benefits will also be reflected in the cost proposal. Price quoted will be for a firm-fixed per service hour cost rate to cover the administrative cost and for the service hours that are generated by the service demand.

This procurement shall conform to the procurement requirements of the Georgia State Purchasing Code, with emphasis on Sections 50-5-67 and 50-5-83.

This procurement process shall also conform to the procurement requirements of the Federal Transit Administration's Third-Party Contracting Requirements Circular Number C.4220.1f. Per C.4220.1f, this is procurement by competitive proposal/request for proposal.

Public opening of bid of proposals will be held. The Board of Commissioners will open the proposals at the Board of Commissioners office located at 402 A East Pine Street, Fitzgerald, GA on May 28, 2019 at 9:00 am and will distribute the proposals to the evaluation committee for review.

The evaluation committee will evaluate the formal proposals received and rank them in order of preference. The evaluation committee may conduct interviews with those firms determined to be within the competitive range.

The Board of Commissioners reserves the right to award a contract on the basis of proposals submitted without negotiation, to reject any and/or all proposals, to re-advertise for proposals and to waive any informality in any proposal and to determine the most responsive proposal by its own criteria, as described within the specification.

Discussions will not disclose information contained in competing proposals.

A final ranking of candidates will be made and interview and negotiations held with those proposers determined to be within the competitive range.

PROSPECTIVE PROPOSERS MAY SUBMIT QUESTIONS CONCERNING THE PROPOSAL. QUESTIONS MUST BE SUBMITTED BY, MAY 13, 2019, 3:00 PM LOCAL TIME. QUESTIONS MUST BE SUBMITTED IN WRITING. EMAIL SUBMISSION OF QUESTIONS IS PREFERRED. QUESTIONS SHOULD BE DIRECTED TO:

Michael Dinnerman
County Manager, Ben Hill County
402-A East Pine Street
Fitzgerald GA 31750-2866
229-426-5100
mdinnerman@benhillcounty.com

Response to Questions:

A response to questions received in writing will be sent to all parties as an addendum to the RFP and posted to Ben Hill County website. Only a written addendum to the RFP shall change the RFP language. The Board of Commissioners shall not be responsible for oral interpretations.

ALL PROPOSALS MUST BE RECEIVED BY 4:30 PM, LOCAL TIME ON MAY 24, 2019. NO PROPOSALS SHALL BE ACCEPTED AFTER THIS TIME AND DATE.

All correspondence and sealed proposals shall be directed to: Michael Dinnerman
County Manager, Ben Hill County
402-A East Pine Street
Fitzgerald GA 31750-2866
229-426-5100
mdinnerman@benhillcounty.com

One original and two copies of the proposal should be submitted to Michael Dinnerman, Ben Hill County, County Manager for review. The Board of Commissioners will not be responsible for any costs incurred by Proposers in response to this Request for Proposals (RFP).

REQUESTS FOR EXCEPTIONS, DEVIATIONS OR APPROVED EQUALS TO THE REQUEST FOR PROPOSALS AND/OR SPECIFICATIONS MUST BE SUBMITTED TO BOARD OF COMMISSIONERS NO LATER THAN 4:00 PM, LOCAL TIME, ON MAY 15, 2019.

Proposing firms must not be on the System of Award Management (SAM) list of ineligible firms. The successful Proposer will be required to comply with all applicable Equal Employment Opportunity (EEO) laws and regulations. Disadvantaged Business Enterprises (DBEs) shall be afforded full opportunity to submit proposals.