

REQUEST FOR PROPOSALS (RFP)
by
THE CITY AND BOROUGH OF SITKA, ALASKA
for
TRANSIT SERVICES BETWEEN OLD SITKA DOCK &
HARRIGAN CENTENNIAL HALL PARKING AREA

A. Overview

The City and Borough of Sitka (CBS) is requesting proposals from qualified entities (Contractor) to provide free transport services of cruise passengers and crew between Old Sitka Dock and Harrigan Centennial Hall parking area for the 2017 cruise ship season with two separate renewal options for one year extensions with mutual agreement. The Assembly has approved \$150,000 for this purpose for 2017.

B. Project Requirements

Detailed descriptions of the requirements can be downloaded from the web:

www.cityofsitka.com
(Click on the Bids & RFP link)

It is the responsibility of the bidder to regularly check the website for addenda to the RFP.

C. Submissions and Inquiries

Sitka encourages disadvantaged, minority, and women-owned firms to respond.

Submit One (1) copy of your Proposal to:

City and Borough of Sitka, Municipal Clerk
100 Lincoln Street,
Sitka, Alaska 99835

Proposals will be received until **2:00:00 p.m. local time Tuesday, March 28, 2017.**

Any questions regarding this project should be directed to Tori Fleming, Contract Manager, at publicworks@cityofsitka.org, (907) 747-1803.

NOTICE GIVEN by the Municipal Administrator, City and Borough of Sitka, this 9 day of March 2017.

CITY AND BOROUGH OF SITKA



Mark Gorman, Municipal Administrator

Dates of Publication:
Sitka Daily Sentinel:

March 10, 13, and 15, 2017

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A. Overview

The City and Borough of Sitka (CBS) is requesting proposals from qualified entities (Contractor) to provide free transport services of cruise passengers and crew between Old Sitka Dock and Harrigan Centennial Hall parking area for the 2017 cruise ship season with two separate renewal options for one year extensions with mutual agreement. The Assembly has approved \$150,000 for this purpose for 2017. Old Sitka Dock will accommodate approximately 140,000 cruise passengers and 70,000 crew members during the 2017 cruise ship season.

CBS may make such investigation as necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to CBS all such information and data for the purpose as CBS may request. CBS reserves the right to reject any Proposal if the evidence submitted by, or investigation of such Proposer fails to satisfy CBS that such Proposer is properly qualified to carry out the obligations of the Contract and to complete the work contemplated herein.

After opening the bids the Assembly has 45 days to make a decision on whether to award the contract to the entity deemed the best value. Background information and specific contract requirements follow.

B. Background

Halibut Point Marine (HPM) constructed a deepwater dock (Old Sitka Dock) at their marine haul out facility on Halibut Point Road in 2010. In 2011, HPM submitted a proposal to CBS to consider using a portion of the Commercial Passenger Excise Tax (CPET) funds to subsidize transportation of cruise passengers between Old Sitka Dock and Harrigan Centennial Hall parking area. On November 29, 2011 the Sitka Assembly approved the “Old Sitka Dock Improved Passenger Access Project” proposal with amendments.

Since 2013, CBS has utilized \$50,000 of CPET funds per cruise ship season to HPM for subsidization of transportation of passengers between Old Sitka Dock and Harrigan Centennial Hall.

Passenger and crew counts at the Old Sitka Dock have increased from approximately 20,000 cruise passengers and 6,000 crew members in 2014 to approximately 140,000 cruise passengers and 70,000 crew members in 2017. Recognizing the significant increase in CPET revenue generating passengers over this time, on December 27, 2016 Administration requested and the Assembly approved a \$150,000 appropriation of CPET fund to provide transit service from Old Sitka Dock to Harrigan Centennial Hall.

C. General Contract Requirements

The goal of CBS and HPM is to provide free, safe and efficient transit services for cruise passengers and crew members between Old Sitka Dock and Harrigan Centennial Hall parking area. Designated pickup/drop off areas will be identified by CBS and HPM at their respective properties.

Contractor's shuttles must not block traffic to drop off or pick up passengers at non-approved locations. Minimum level of service shall be as follows:

- The services will be required continuously to and from Old Sitka Dock and Harrigan Centennial Hall parking area throughout each day while a vessel is berthed at Old Sitka Dock.
- Maximum cruise passenger and crew member waiting time shall not exceed 15 minutes at either location.
- The contractor shall provide ADA accessible shuttles and services.
- The final shuttle departing from Centennial Hall parking area at the end of the day must arrive at Old Sitka Dock prior to the cutoff time specified by the ship. That time must be identified and posted in the front of each shuttle in plain sight at the start of each day.
- Contractor shall provide a customer support liaison at both the Old Sitka Dock and the Centennial Hall parking area to coordinate loading and unloading. The customer support liaison shall provide onshore support to organize the vehicle queuing and coordinate the passenger loading and unloading.
- While traveling to and from the Old Sitka Dock advertisement for tours and other activities are not allowed on the shuttle vehicles.
- The Contractor has 30 days to obtain State of Alaska and USDOT licenses required to operate an interstate passenger transport company. In the event of failure to obtain the required licenses within the 30 day time limit the City and Borough of Sitka Assembly (CBS) may declare the Contractor in breach of the agreement.
- Contractor shall provide a report of the number of passengers transported each trip. The information shall be submitted to the Public Works Department no later than the 10th of the month for the previous month.
- Contractor shall provide a minimum of 16 busses with a carrying capacity of 48 passengers and shall be solely used for cruise ship passengers during the cruise ship season for the life of the contract.
- Contractor shall list the year, make and model of the intended bus fleet.
- Contractor shall list any current contracts or commitments for the vehicle fleet.
- Contractor shall identify the location the busses will be stored and maintained.
- Assembly reserves the right to negotiate a monthly payment schedule with Contractor.
- CBS will make payment in accordance with aforementioned payment schedule as long as a minimum of 3 CPET generating cruise ships utilize the Old Sitka Dock during that month.

The Assembly will award a Contract to the Contractor best qualified to provide the service based on the scoring criteria identified in Section D of this RFP. The contract will be for one (1)

year or cruise ship season. With mutual agreement, two (2) additional one-year extensions may be awarded for the 2018 and 2019 cruise ship seasons respectively.

The Contractor is required to maintain insurance for the life of the contract. The limits of liability for the insurance required shall provide coverage for not less than the following amounts or greater where required by Laws and Regulations:

1. Worker's Compensation – Minimum Limits:
Employer's Liability and Worker's Compensation – Statutory as required by Alaska Worker's Compensation Statutes.
U.S. Longshoremen & Harbor Workers' (USL&H) if required
2. Comprehensive General Liability – Minimum Limits:
Single Limit \$1,000,000
Aggregate \$2,000,000
3. Comprehensive Automobile Liability – Minimum Limits:
Bodily Injury and Property Damage, including all owned, hired and non-owned vehicles - \$1,000,000

The Contractor or operator of the transportation services will maintain a minimum of \$5,000,000 of comprehensive automobile liability or similar insurance covering the operation of buses used in the transportation of passengers during the duration of this contract. The operator's insurance shall name the CBS as an additional insured for the purposes of the Contract and shall contain a waiver of subrogation against the CBS.

D. Requirements for Proposal

Contractors submitting proposals must include the following information:

1. A letter of interest signed by an authorized representative of the Contractor.
2. A narrative describing the Contractor's experience with operating and maintaining a passenger transportation company outside and within the community of Sitka.
3. A copy of current Alaska Business License.
4. Spreadsheet detailing transit vehicle fleet to include make, model, year, mileage, passenger capacity, and ADA capabilities of each vehicle. Table should include all available transit vehicles including subcontractors (if applicable).
5. Operational plan based on the attached cruise ship schedule. The plan shall identify rotational and operational schedules for pickup and drop-off, emergency backup plans in the event of equipment breakdown, and Customer Care Policy (CCP). The CCP shall cover what information will be presented and displayed to the passengers that may impact their experience in Sitka. The CCP shall address how passengers will be taken care of if they miss their ship, have an emergency or medical need, smoking policy, etc.
6. Additional transit service(s) (optional). A downtown trolley service has been proposed in the past. Describe any additional service(s) the Contractor could provide beyond the minimum requirement of this RFP within the \$150,000 subsidy. If additional funds would be required, describe any additional service(s) the Contractor could provide and the cost of such service(s). Selection of any additional service(s) is at the sole discretion of the Assembly.

Responses to this RFP will be evaluated and ranked based on the following criteria (100 points possible, 10 bonus points possible):

1. Contractor's overall qualifications and experience (20 points)
2. Vehicle fleet (20 points)
3. Operational Plan (60 points)
 - a. Operations, emergency plan, etc. (20 points)
 - b. Schedules (20 points)
 - c. Customer Care Policy (20 points)
4. Additional transit services (10 bonus points)

E. Submissions and Inquiries

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Dates of Publication:

Sitka Daily Sentinel: March 10,13, and 15, 2017

OLD SITKA DOCK/HARRIGAN HALL OSD/HH- CRESCENT HARBOR CH- BRIDGE OB

DATE	TIME	SHIP	LOCATION	PX COUNT
3 MAY WED	0700 -1530	EURODAM	OSD/HH	2,100
4 MAY THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
10 MAY WED	0700-1530	EURODAM	OSD/HH	2,100
11 MAY THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
11 MAY THUR	0800-1700	NOORDAM	CH	1,924
15 MAY MON	0900-1900	EMERALD PRINCESS	OSD/HH	3,082
17 MAY WED	0700-1530	EURODAM	OSD/HH	2,100
17 MAY WED	1200-2100	7 SEAS MARINER	CH	700
18 MAY THUR	0700-1600	REGATTA	CH	682
18 MAY THUR	0800-1700	NOORDAM	CH	1,924
18 MAY THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
19 MAY FRI	0800-1600	AMSTERDAM	OSD/HH	1,460
20 MAY SAT	0900-1700	SILVER SHADOW	CH	382
20 MAY SAT	1100-2000	RADIANCE OF THE SEA	OSD/HH	2,100
23 MAY TUE	0700-1600	SOLSTICE	OSD/HH	2,850
24 MAY WED	0700-1530	EURODAM	OSD/HH	2,100
25 MAY THUR	0700-1600	NORWEGIAN SUN	OSD/HH	2002
25 MAY THUR	0800-1600	OOSTERDAM	CH	1,848
28 MAY SUN	1000-1800	REGATTA	OSD/HH	682
28 MAY SUN	1200-1900	EUROPA	OB	400
30 MAY TUE	0900-1600	SILVER SHADOW	CH	382
31 MAY WED	0700-1530	EURODAM	OSD/HH	2,100
22 CALLS				36,462

2017 CRUISE SHIP SCHEDULE

1 JUNE THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
2 JUNE FRI	0800-1600	AMSTERDAM	OSD/HH	1,460
3 JUNE SAT	0800-1800	7 SEAS MARINER	OSD/HH	700
3 JUNE SAT	0900-1700	SILVER SHADOW	OB	382
3 JUNE SAT	0900-1800	REGATTA	OB	682
6 JUNE TUE	0800-1700	SEABOURN SOJOURN	CH	450
7 JUNE WED	0700-1530	EURODAM	OSD/HH	2,100
8 JUNE THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
13 JUNE TUE	0900-1600	SILVER SHADOW	CH	382
14 JUNE WED	0700-1530	EURODAM	OSD/HH	2,100
15 JUNE THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
16 JUNE FRI	0800-1600	AMSTERDAM	OSD/HH	1,460
17 JUNE SAT	0700-1600	REGATTA	OSD/HH	682
17 JUNE SAT	0900-1700	SILVER SHADOW	CH	382
19 JUNE MON	0800-1700	7 SEAS MARINER	OSD/HH	700
19 JUNE MON	1000-1800	SEABOURN SOJOURN	CH	450
20 JUNE TUE	1000-2000	INFINITY	OSD/HH	2,038
21 JUNE WED	0700-1530	EURODAM	OSD/HH	2,100
22 JUNE THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
23 JUNE FRI	0900-1800	7 SEAS MARINER	OSD/HH	700
24 JUNE SAT	0700-1800	QUEST	OSD/HH	100
27 JUNE TUE	0700-1600	REGATTA	OSD/HH	682
27 JUNE TUE	0900-1600	SILVER SHADOW	CH	382
28 JUNE WED	0700-1530	EURODAM	OSD/HH	2,100
28 JUNE WED	0900-1700	CRYSTAL SERENITY	CH	1,080
29 JUNE THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
30 JUNE FRI	0800-1600	AMSTERDAM	OSD/HH	1,460
27 CALLS				31,812
1 JULY SAT	0800-1700	SEABOURN SOJOURN	CH	450

2017 CRUISE SHIP SCHEDULE

1 JULY SAT	0900-1700	SILVER SHADOW	CH	382
3 JULY MON	0800-1700	7 SEAS MARINER	OSD/HH	700
4 JULY TUE	0700-1600	REGATTA	CH	682
4 JULY TUE	1000-2000	INFINITY	OSD/HH	2,038
5 JULY WED	0700-1530	EURODAM	OSD/HH	2,100
6 JULY THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
7 JULY FRI	0900-1800	7 SEAS MARINER	OSD/HH	700
8 JULY SAT	0700-1800	QUEST	OSD/HH	100
11 JULY TUE	0700-1600	REGATTA	OSD/HH	682
11 JULY TUE	0900-1600	SILVER SHADOW	CH	382
12 JULY WED	0700-1530	EURODAM	OSD/HH	2,100
13 JULY THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
14 JULY FRI	0800-1600	AMSTERDAM	OSD/HH	1,460
14 JULY FRI	1000-1800	SEABOURN SOJOURN	CH	450
15 JULY SAT	0700-1500	7 SEAS NAVIGATOR	OSD/HH	490
15 JULY SAT	0900-1700	SILVER SHADOW	CH	382
16 JULY SUN	0700-1800	CRYSTAL SERENITY	OSD/HH	1,070
17 JULY MON	0800-1700	7 SEAS MARINER	OSD/HH	700
18 JULY TUE	0700-1600	REGATTA	CH	682
18 JULY TUE	1000-2000	INFINITY	OSD/HH	2,038
19 JULY WED	0700-1530	EURODAM	OSD/HH	2,100
20 JULY THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
21 JULY FRI	0900-1800	7 SEAS MARINER	OSD/HH	700
22 JULY SAT	0700-1800	QUEST	OSD/HH	100
23 JULY SUN	0830-2100	SILVER DISCOVERER	CH	120
25 JULY TUE	0700-1600	REGATTA	OSD/HH	682
25 JULY TUE	0900-1600	SILVER SHADOW	CH	382
26 JULY WED	0700-1530	EURODAM	OSD/HH	2,100
26 JULY WED	0700-1800	CRYSTAL SERENITY	CH	1,070

2017 CRUISE SHIP SCHEDULE

26 JULY WED	0800-1700	SEABOURN SOJOURN	CH	450
27 JULY THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
28 JULY FRI	0800-1600	AMSTERDAM	OSD/HH	1,460
29 JULY SAT	0900-1700	SILVER SHADOW	CH	382
31 JULY MON	0800-1700	7 SEAS MARINER	OSD/HH	700
35 CALLS				35,226
1 AUGUST TUE	0800-1800	CRYSTAL SERENITY	CH	1,070
1 AUGUST TUE	1000-2000	INFINITY	OSD/HH	2,038
2 AUGUST WED	0700-1530	EURODAM	OSD/HH	2,100
3 AUGUST THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
4 AUGUST FRI	0700-1500	REGATTA	CH	682
4 AUGUST FRI	0900-1800	7 SEAS MARINER	OSD/HH	700
5 AUGUST SAT	0700-1800	QUEST	OSD/HH	100
8 AUGUST TUE	0900-1600	SILVER SHADOW	CH	382
8 AUGUST TUE	1000-2000	SEABOURN SOJOURN	CH	450
9 AUGUST WED	0700-1530	EURODAM	OSD/HH	2,100
10 AUGUST THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
11 AUGUST FRI	0700-1600	REGATTA	CH	682
11 AUGUST FRI	0800-1600	AMSTERDAM	OSD/HH	1,460
12 AUGUST SAT	0900-1700	SILVER SHADOW	CH	382
14 AUGUST MON	0800-1700	7 SEAS MARINER	OSD/HH	700
15 AUGUST TUE	1000-2000	INFINITY	OSD/HH	2,038
16 AUGUST WED	0700-1530	EURODAM	OSD/HH	2,100
17 AUGUST THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
18 AUGUST FRI	0700-****	REGATTA	CH	682
18 AUGUST FRI	0900-****	WORLD OF RESIDENCE	CH	320
18 AUGUST FRI	0900-1800	7 SEAS MARINER	OSD/HH	700
19 AUGUST SAT	****-****	WORLD OF RESIDENCE	CH	320
19 AUGUST SAT	0700-1800	QUEST	OSD/HH	100

2017 CRUISE SHIP SCHEDULE

20 AUGUST SUN	****-2000	WORLD OF RESIDENCE	CH	320
20 AUGUST SUN	0800-1700	SEABOURN SOJOURN	CH	450
22 AUGUST TUE	0900-1600	SILVER SHADOW	CH	382
23 AUGUST WED	0700-1530	EURODAM	OSD/HH	2,100
24 AUGUST THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
24 AUGUST THUR	0900-1800	REGATTA	CH	682
25 AUGUST FRI	0800-1600	AMSTERDAM	OSD/HH	1,460
26 AUGUST SAT	0900-1700	SILVER SHADOW	CH	382
30 AUGUST WED	0700-1530	EURODAM	OSD/HH	2,100
31 AUGUST THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
33 CALLS				36,222
4 SEPTEMBER MON	0600-1800	7 SEAS MARINER	OSD/HH	700
5 SEPTEMBER TUE	0900-1600	SILVER SHADOW	CH	382
6 SEPTEMBER WED	0700-1530	EURODAM	OSD/HH	2,100
6 SEPTEMBER WED	0700-1800	REGATTA	CH	682
7 SEPTEMBER THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
8 SEPTEMBER FRI	0800-1600	AMSTERDAM	OSD/HH	1,460
11 SEPTEMBER MON	0800-1700	CARNIVAL MIRACLE	OSD/HH	2,124
12 SEPTEMBER TUE	0800-1700	SEABOURNE SOJOURN	CH	450
13 SEPTEMBER WED	0700-1530	EURODAM	OSD/HH	2,100
14 SEPTEMBER THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
15 SEPTEMBER FRI	0700-1600	REGATTA	OSD/HH	682
20 SEPTEMBER WED	0700-1530	EURODAM	OSD/HH	2,100
21 SEPTEMBER THUR	0800-1600	OOSTERDAM	OSD/HH	1,848
22 SEPTEMBER FRI	0800-1600	AMSTERDAM	OSD/HH	1,460
22 SEPTEMBER FRI	0800-1600	LE BOREAL	CH	260
24 SEPTEMBER SUN	0800-1700	SEABOURNE SOJOURN	CH	450
27 SEPTEMBER WED	0700-1530	EURODAM	OSD/HH	2,100
28 SEPTEMBER THUR	0800-1700	NOORDAM	OSD/HH	1,924

30 SEPTEMBER SAT	0700-1700	NORWEGIAN JEWEL	OSD/HH	2,466
19 CALLS				26,984

136 calls total. 46 calls to CBS-90 calls to HPM

26,946 tendered. 139,760 transported by bus. Total PX 166,706