



REQUEST FOR PROPOSAL

WINTER SHUTTLE SERVICE OPERATOR

Issued: June 17, 2021

Deadline for final submission: July 9, 2021, no later than 5:00 pm MST.

Brian Head Town (the Town) is seeking proposals from qualified shuttle operators to provide vehicles and drivers for the winter season of 2021-2022 (November thru April). The successful contractor will be awarded either a one-year contract with two (2) one-year options to renew or a three-year contract.

Introduction

Brian Head Town is an alpine resort community located in the mountains of Southern Utah about 30 miles east of Cedar City and just a few minutes north of Cedar Breaks National Monument. At an elevation of 10,000 feet, the scenic value and recreational opportunities in Brian Head Town are unmatched. The vast majority of the nearly 1,400 residences are vacation homes and condos.

Scope of Services

The Town is seeking a qualified shuttle service provider to provide vehicles and drivers to operate a five (5) month shuttle service during the 2021-2022 winter season. Services are on a fixed route within Town (see Exhibit A). These services shall commence on November 26, 2021, or upon agreement by the negotiating parties and a signed and executed contract.

Operational Requirements

The Town is requiring a minimum of two (2) sixteen (16) passenger buses for the Town-Wide Route and one (1) twenty (20) passenger bus to run on a continual fixed route. See below for route and holiday schedules.

The Contractor shall be responsible for the operations of shuttle services in accordance with:

- Applicable federal, state, and local laws and regulations.
- Necessary driver qualifications.
- Equipment operating instructions issued by the OEM (original equipment manufacturer).

Vehicles: All shuttle vehicles shall be adequately equipped and maintained with grab rail stanchions and equipment racks to handle ski and snowboard equipment. All shuttle buses that are not four-wheel drive shall be equipped and maintained with automatic tire chains or have adequate tire available which may be manually applied to the shuttles as weather demands. Cable chains are unacceptable.

The Contractor shall dispatch a spare vehicle in the event of a vehicle breakdown. The Town also reserves the right to establish additional criteria regarding reliability of response in the event of breakdowns.





When providing a list of proposed vehicles, include the age of the vehicle and pictures within the proposal.

Vehicle Operators: Vehicle operators will work on a schedule that ensures a consistent and overall quality of service. Vehicle operators must have a valid Utah Drivers' License required by applicable federal, state, and local regulations, including operator's permits. Vehicle operators must be trained in all operational procedures relating to the system. Training must include techniques for dealing with the public in a helpful and courteous manner, basic information about the service and the Town. While performing their duties of the service, vehicle operators must maintain a clean and neat appearance.

RFP Requirements

Interested contractors should provide the Town with a thorough proposal which discusses the following:

1. Flat fee quote for the entire season – November 26, 2021, through April 17, 2022 (daily & night services)
2. Hourly and daily operating rates for the 20-passenger bus and 16-passenger buses should additional service be required.
3. List and describe the vehicles to be used for the service, including pictures where possible.
 - a. Describe your plan for keeping the vehicles operating in snowy and harsh mountain conditions.
 - b. Where do you plan to store the vehicles?
 - c. What is your plan to properly clean and maintain the vehicles?
4. Present your plan for staffing and operating this service.
 - a. What is the management structure you will employ?
 - b. How many drivers do you intend to use/hire for this service?
 - c. How will the drivers be trained?
 - d. What will the contractor do to ensure that drivers are able to get to the Town and provide service even during harsh winter weather or during the occasional closing of the road accessing the Town?
5. Ability to adhere to Town's contract (see Exhibit B) in meeting all requirements, including insurance requirements.

Selection Criteria

There is no specific selection formula identified for this project. The Town is under no obligation to select the low bid for professional services. The Town is certainly price sensitive but will be looking for the bidder that provides the best value in terms cost and quality of service. Special consideration will be given to bidders with experience in Brian Head, other mountain towns, or similar environments. Selection is expected to occur on July 27, 2021, at the Town's regularly scheduled Council meeting.

Submittal Instructions

Responses will be received at Brian Head Town Hall, 56 N. Hwy 143, PO Box 190068, Brian Head, UT 84719, until 5:00 pm July 9, 2021. Bidders need only submit one copy of their



response, which may also be submitted electronically to nleigh@bhtown.utah.gov. Responses should be limited to no more than eight (8) pages. Correspondence, questions and/or clarifications of the proposal procedure should be directed to Nancy Leigh, nleigh@bhtown.utah.gov, 435-677-2029.

2021-2022 Winter Season Holiday Schedule:

Night Service is scheduled for Friday and Saturday nights for each holiday period with the exception of Christmas holiday in which night service is scheduled daily from December 17, 2021, through January 1, 2022.

- November 26, 2021, to November 28, 2021: Thanksgiving Holiday:
- Christmas Holiday: December 17, 2021, thru January 2, 2022
- New Year's Eve: December 31, 2021 (night service until 2:00 am)
- Martin Luther King: January 14, 2022, thru January 16, 2022
- President's Day: February 18, 2022, thru February 20, 2022

Route/Schedule

- Sunday through Thursday Non-holiday periods prior to February 19, 2022:
 1. One (1) sixteen-passenger bus running Town-Wide Route 9am to 5pm.
 2. One (1) twenty-passenger bus running the Express Route 9am to 5pm.
- Friday/Saturday/Holiday Periods prior to February 19, 2022:
 1. One (1) sixteen-passenger bus running the Town-Wide Route 9am to 10pm.
 2. One (1) twenty-passenger bus running the Express Route from 9am to 5:30 pm.
- Sunday through Thursday from February 20, 2022, until end of season.
 1. One (1) sixteen-passenger bus running the Town-Wide Route 9am-5pm
- Friday/Saturday from February 20, 2022, until end of season.
 1. One (1) sixteen-passenger bus running the Town-Wide Route from 9am-10pm
 2. One (1) twenty-passenger bus running the Express Route from 9am -5:30pm.



