



City of Mobile
Request for Proposals
RFP Number: 2016-009

MOBILE ALABAMA CRUISE TERMINAL
PARKING SHUTTLE SERVICE

The City ("City") of Mobile is seeking sealed proposals from transportation providers to provide a shuttle service for the Mobile Alabama Cruise Terminal (MACT).

Pre-Proposal Conference: 10:00 a.m. CDT, Monday 12 September, 2016

Location: Mobile Alabama Cruise Terminal, 201 So. Water St, Mobile, AL 36602

Respondents unable to attend in person may call into the conference by dialing the conference participant login at: (855) 384-4184; participant code 3387447#

Proposals Due: 4:00 p.m. CDT, Friday, 16 September, 2016.

Mailing address

City of Mobile
Procurement Department
PO Box 1827
Mobile, AL 36633

Delivery:

City of Mobile
Procurement Department
205 Government Street
4th Floor South Tower
Mobile, AL 36644

Phone: (251)-208-7434

Submit Questions to: Purchasing@CityofMobile.org

Timeline for Award:	Pre-Proposal Conference	September 12, 2016
	Proposals due:	September 16, 2016
	Provider notification:	September 20, 2016
	Contract award	October 12, 2016
	Performance begin	November 1, 2016

BACKGROUND / PURPOSE

The City of Mobile ("City or "Owner") seeks to contract with a transportation firm to provide a shuttle service for passengers and their luggage to and from the MACT and the terminal's overflow parking lot located at the Mobile Civic Center, 401 Civic Center Drive, Mobile, AL. This service will be provided to passengers departing and arriving on 4 and 5-day cruise excursions from the MACT. The MACT will host its first cruise on 9 November and assume a regular, year round schedule after that according to the attached itinerary.

The MACT has an attached parking garage which provides most of the parking capacity for its cruising passengers. However, an average of approximately 70 vehicles, but at



times many more vehicles, must park offsite at the overflow lot. On a normal cruise day, passengers will begin disembarking after the ship arrives at approximately 7:00AM. Those passengers will need to be transported to the overflow lot with their luggage. As the cruise day progresses into the afternoon, the terminal's parking lot may become full and passengers will be directed to park at the overflow parking area. Those passengers will then need to be shuttled back to the MACT for embarkation.

Although we will not know how many passengers will need to use the overflow lot on any given cruise, we will know how many vehicles are parked there requiring transportation after disembarkation which will allow the transportation provider the ability to anticipate the shuttle capacity required to serve these passengers.

When considering shuttle capacity it's important to understand the normal flow. When passengers arrive at the terminal and are directed to overflow parking they will typically drop off all their passengers and luggage and only the driver will proceed to the overflow lot. Thus, far fewer persons will need a shuttle from overflow parking to the terminal. After disembarkation, however, virtually all the passengers and luggage belonging to the overflow cars will require transportation. (The MACT has found figuring 3 persons per overflow car is a good rule of thumb.) Therefore, because disembarkation can happen very quickly, having the appropriate capacity to move over 200 people and their luggage to the offsite lot within 2.5 hours with a minimal amount of waiting is paramount.

CONTRACT TERM

The City requires a transportation solution to be in place prior to the first cruise departure on November 9, 2016. The default contract start date will be November 1, 2016 for a one-year term, renewal for two additional one year terms. Contract start dates and term lengths may be adjusted to meet desired performance outcomes. Proposers should specifically address desired contract start date, term, and renewal in proposals.

PERFORMANCE SPECIFICATIONS

- The vendor shall provide a shuttle service with appropriate capacity to shuttle up to 200-250 passengers and their luggage to the offsite parking lot after disembarkation in 2.5 hours. The reverse process, from the offsite lot to the MACT for embarkation may involve fewer people, however, providers should anticipate shuttling 90-100 people to the terminal over 2.5 hours.
- The vehicles provide should have ample luggage capacity with a luggage compartment easily accessed by passengers.
- The vehicle must have handicap passenger access.
- The shuttle service will operate on cruise days from 7:00AM to 4:00PM. Possible ship delays may require this service to be extended until the ship departs.
- Provide a description of your proposed shuttle vehicle(s) with photograph(s).
- Provide a suitably licensed driver for your proposed vehicle type.



- Provide a minimum of three references to include company name, name of point of contact, and telephone number.

OTHER PROVISIONS

Insurance: Provider shall file certificates of insurance with the City of Mobile naming the City of Mobile as an additional insured. Insurance coverage shall include Comprehensive General Liability Coverage for Bodily Injury (\$300,000/person, \$500,000/occurrence), and for Property damage (\$100,000/occurrence); Automobile Liability of \$500,000 bodily/property per occurrence), and Umbrella Liability of \$1,000,000/occurrence, issued by a company licensed to do business in Alabama, and naming the City of Mobile as an additional insured.

An insurance policy may not be modified or cancelled without 30 days' prior notice to the City of Mobile. The insurance company shall be licensed in this state, or in the state in which the insurance is purchased, with the name of a designated agent for service filed in the office of the Secretary of State.

E-Verify: Provider may not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. All Providers will be required to provide verification of Enrollment in the E-Verify program. Additional information may be found at <http://immigration.alabama.gov/>.

Transportation Worker Identification Credential (TWIC): In order to access the terminal, all drivers must have obtained a TWIC card and must have the card in their possession while providing transportations services at the MACT. Companies should allow up to 30 days to request and receive a TWIC card for their employees although turnaround times are often much quicker.

Business Licenses: Provider will be required to be an Alabama business, or have a Certificate of Authority to do Business in the State of Alabama from the Secretary of State, prior to contract award. Providers are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required.

Provider will be required to hold and maintain a City of Mobile business license.

Upon notification by the City of intent to award, Provider will have 10 business days to provide the Alabama incorporation certificate or Certificate of Authority and the E-Verify numbers to the City before award can be completed.

Non-discrimination: Provider shall abide by provisions of the Mobile City Code, Section 14-1, which prohibits discrimination in employment by Providers and subcontractors performing work for the City.

Disadvantaged business enterprises: Provider shall make every reasonable effort in the use of subcontractors and major suppliers have at least fifteen (15) percent participation



by socially and economically disadvantaged business enterprises (DBE). Provider shall indicate their intent to employ DBEs as subcontractors or suppliers in their qualification submission, and complete the City subcontracting and major supplier DBE form at the time of contract signing.

EVALUATION / SCORING OF PROPOSALS

The City will evaluate proposals based on their alignment with the City goals of cost-efficiency, customer-service, and logistical efficiency.

Scoring for Shuttle Service

Total	100
Overall solution cost	40pts
Quality of vehicles used; luggage compartment ease of use	20pts
Vendors experience providing shuttle/transportation solutions	20pts
Quality of references	20pts

Providers should consider the fact that there will be a lull during the middle of the cruise day for several hours when shuttle services between disembarkation and embarkation will not be required. Innovative solutions to minimizing cost to the MACT during this lull period will be a consideration.

PROPOSAL SUBMISSIONS

Please use the template at the end of this RFP document (**Exhibit B**) and include with your proposal. Please arrange your proposal information consistent with template information organization. It will ensure the City has everything it needs to score your proposal fairly.

Submit proposals in **paper and electronic format** to be received by the City of Mobile Procurement Department by 4:00 p.m, Friday, September 16, 2016, in a sealed package or envelope marked:

City of Mobile Request for Proposals
Mobile Alabama Cruise Terminal Parking Shuttle Service
RFP #2016-009
Due September 16, 2016

Packages may be mailed to
 City of Mobile Procurement Department,
 P.O. Box 1827,
 Mobile AL 36633.

Packages may be delivered to
 City of Mobile Procurement Dept,
 4th Floor, South Tower,
 205 Government Street
 Mobile, AL 36644

- EXHIBITS** **A Mobile Alabama Cruise Terminal Tentative Berth Schedule**
 B Proposal Submission Form



EXHIBIT A: Mobile Alabama Cruise Terminal Tentative Berth Schedule

Date	Day	Ship	Arrival	Departure
11/9/2016	Wed	Carnival Fantasy	8:00:00	16:00 .00
11/14/2016	Mon	Carnival Fantasy	8:00:00	16:00:00
11/19/2016	Sat	Carnival Fantasy	8:00:00	16:00:00
11/24/2016	Thu	Carnival Fantasy	8:00:00	16:00:00
11/28/2016	Mon	Carnival Fantasy	8:00:00	16:00:00
12/3/2016-	Sat	Carnival- Fantasy	8:00 00	16:00:00
12/8/2016	Thu	Carnival Fantasy	8:00:00	16:00:00
12/12/2016	Mon	Carnival Fantasy	8:00:00	16:00:00
12/17/2016	Sat	Carnival Fantasy	8:00:00	16:00:00
12/22/2016	Thu	Carnival Fantasy	8:00:00	16:00:00
12/26/2016	Mon	Carnival Fantasy	8:00:00	16:00:00
12/31/2016	Sat	Carnival Fantasy	8:00:00	16:00:00
1/5/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
1/9/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
1/14/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
1/19/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
1/23/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
1/28/2017 -	Sat	Carnival Fantasy	8:00:00	16:00:00
2/2/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
2/5/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
2/11/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
2/16/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
2/20/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
2/25/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
3/2/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
3/6/2017	Mon	Carnival Fantasy	8:00:00	16 00:00
3/11/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
3/16/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
3/20/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
3/25/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
3/ 30/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
4/ 3/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
4/8/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
4/13/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
4/17/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
4/22/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
4/27/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
5/1/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
5/6/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
5/11/2017	Thu	Carnival Fantasy	8:00:00	16:00:00



EXHIBIT A Mobile Alabama Cruise Terminal Tentative Berth Schedule

5/15/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
5/20/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
5/25/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
5/29/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
6/3/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
6/8/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
6/12/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
6/17/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
6/22/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
6/26/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
7/1/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
7/6/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
7/10/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
7/15/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
7/20/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
7/24/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
7/29/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
8/3/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
8/7/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
8/12/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
8/17/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
8/21/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
8/26/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
8/31/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
9/4/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
9/9/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
9/14/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
9/18/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
9/23/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
9/28/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
10/2/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
10/7/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
10/12/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
10/16/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
10/21/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
10/26/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
10/30/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
11/4/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
11/9/2017	Thu	Carnival Fantasy	8:00:00	16:00:00
11/13/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
11/18/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
11/23/2017	Thu	Carnival Fantasy	8:00:00	16:00:00



Mobile Alabama Cruise Terminal
Parking Shuttle Service
RFP # 2016-009
Due: 4:00 p.m., September 16, 2016

EXHIBIT A Mobile Alabama Cruise Terminal Tentative Berth Schedule

11/27/2017	Mon	Carnival Fantasy	8:00:00	16:00:00
12/2/2017	Sat	Carnival Fantasy	8:00:00	16:00:00
12/7/2017	Thu	Carnival Fantasy	8:00:00	16:00:00



**EXHIBIT B
PROPOSAL SUBMISSION (3 pages)**

Business Name (as on W-9): _____

PROPOSAL PACKAGE – Please include the following in a written and electronic package (thumb drive or CD):

FOR ALL PROPOSERS

1. Name of your company.
2. Names, point of contact information, resumes/qualifications of Company President/CEO, and key personnel who would be involved in this contract.
3. Key subcontractors you intend to use.
4. Copy of current Business License(s).
5. IRS Form W9.
6. Whether you, or your subcontractors, are certified as small, disadvantaged, or minority business enterprises by any certification authority.
7. Any draft contracts you propose.
8. Please indicate your intended vehicle plan with hourly or daily pay rate billable to the City. Rate should be inclusive of all costs.
9. Please provide a description of your hiring and training protocols.
10. Please identify locations for which you provide, or have provided similar services, a description of the scope of those services, and points of contact at those locations.



SIGNATURE

I certify that the enclosed representations are true and accurate, I am authorized to act on behalf of the indicated Proposer, that on behalf of the Proposer, I understand and am willing to be bound by the performance specifications of this proposal and the responsive submissions accompanying this document, with the following exceptions as noted: (if None, write "None" below).

Provider Name : _____

By Authorized Agent (PRINTED): _____

Signature: _____

Title: _____

Address: _____

Phone: _____ Email _____

Point of contact (if other than above):

Name: _____

Title: _____

Phone: _____ Email _____