

**2016 NCAA® MEN'S FINAL FOUR® TEAM FAN SHUTTLE
SHUTTLE EQUIPMENT
REQUEST FOR PROPOSAL**



PURPOSE

The Houston NCAA Final Four Organizing Committee, Inc. (known hereafter as HLOC) is the local organization that works with the National Collegiate Athletic Association (NCAA) on a daily basis to help plan and execute the 2016 NCAA Men's Final Four. Events include:

- Semi-Final Games and National Championship Game
- Final Four Fan Fest presented by Capital One
- March Madness Music Festival
- Reece's Final Four Friday & College All-Star Game
- Final Four 4 Miler
- Final Four Dribble Fueled by POWERADE
- Various Youth and Community Events

The HLOC, with consultation and through coordination with Transportation Management Services (TMS), is soliciting sealed proposals from qualified and experienced transportation companies with the demonstrated capability and capacity to provide private shuttle transportation for the Team Fan Shuttle / Fan Express, respectively. All bidders should have at minimum two years of experience in providing either contract or charter transportation, utilizing minibus and/or motor coach operations, as described in the RFP, or they must have the demonstrated capability and fiscal viability to deliver the services required for this project.

PROJECT BACKGROUND

The Team Fan Shuttle will support the Final Four Fan Fest presented by Capital One at the George R. Brown Convention Center and the March Madness Music Festival at Discovery Green, both in Downtown Houston, as well as Reece's Final Four Friday & College All-Star Game, the Semi-Final Games and National Championship Game at NRG Stadium, respectively. This shuttle system will operate from the four team hotels and transport guests to the various events. The designated team hotels are:

- Hilton Houston Post Oak, 2001 Post Oak Blvd, 77056
- JW Marriott Houston Galleria, 5150 Westheimer Rd, 77056
- Royal Sonesta Houston Galleria, 2222 West Loop S, 77027
- Westin Galleria Houston, 5060 West Alabama, 77056

TMS will provide staff to manage the Team Fan Shuttle at the hotels and the venues serviced. The HLOC will determine all routes with routes subject to amend, change, or cancel. The Contractor will provide the shuttle buses (25+ minibuses or motor coaches) and drivers. The days and hours of service are outlined in the Scope of Service.

PRE-PROPOSAL INFORMATIONAL MEETING

An Informational Meeting will be held on Tuesday, February 9, at 9:00 a.m. at the Houston Minority Supplier Development Council, Basement Level Conference Room, located at 3 Riverway, 77056. The meeting will discuss the intent of the bid process, scope of service, and the RFP. All questions that may alter the intent of the RFP will be answered by an addendum and e-mailed to all.

COMPANY / CONTRACTOR QUALIFICATIONS

Contractor should have at minimum two years of experience in contract or charter bus operations. Companies should have a satisfactory rating with either USDOT (for interstate operators) or TxDMV (TxDOT) (for intra-state operators). In addition to required DOT insurance limits of \$5,000,000 auto liability and \$1,000,000 general liability. Contractor shall provide insurance coverages as outlined below.

SCOPE OF SERVICE

The contractor will provide fleet shuttle buses and drivers to support the Team Fan Shuttle.

- A. *Vehicle Type:* Equipment requested will be approximately 25+ minibuses (or minicoaches) or 55-passenger motor coaches. Priority will be given to 55-passenger motor coaches. Equipment must be late model 2011 or newer, unless unit has been “re-furbished” within the last five years. We recommend that equipment have a DVD player and viewing screens and PA system with microphone. In addition, 20 percent of fleet must be ADA accessible.
- B. *Operating Expectations:* The Contractor’s employees will wear appropriate clothing, clean and in good condition, and a means of identifying themselves as employees. Drivers should be willing to wear Final Four gear if provided by the HLOC. This includes hats and/or shirts. Employees may wear sunglasses. At no time will drivers be allowed to show movies or other material on the video equipment in the bus during operation without the prior approval of the HLOC. The Team Fan Shuttle is a “Smoke Free” environment. Smoking is not permitted on the equipment or in any active area where passengers may be waiting, loading, or passing.
- C. *Training and Orientation:* The Contractor will make allowance for one day of training for drivers to be done by the HLOC and TMS to prepare drivers for their bus operations and maintenance responsibilities.

- D. *Employee Restrictions:* The Contractor shall brief and remind its employees and ensure that subcontractors remind its employees, that said employees shall not consume or be under the influence of alcoholic beverages or illicit drugs, nor shall they possess firearms while on duty. The Contractor will provide assurance to the HLOC that it will provide employees who are capable, articulate, and knowledgeable of the tasks to be performed.
- E. *Security:* All drivers must submit to background checks through the Contractor. Any individual who has been convicted of a felony will be excluded from involvement. The Contractor will make available to the HLOC upon request any documents for the purpose of reviewing any and all background checks as it relates to the Contracted bus company employees and drivers. In addition, all coaches/buses are subject to security checks at any time. During the course of the program, from time to time circumstances may alter the timing, routing, and scheduling of any planned shuttle-bus system. The HLOC will provide security at hotels and venues for crowd control as well as at pick-up and drop-off locations as part of shuttle system where applicable.
- F. *Vehicle Quantity, Schedule, and Expectation:* The worksheet, Exhibit "A" specifies the days and hours of service. Contractor will complete worksheet with the quantity of vehicles and price requested for the Team Fan Shuttle. The HLOC will provide a staging area for the buses with security for traffic control where applicable. The HLOC and TMS will have the right to inspect vehicles and facility of contractor as part of this RFP. The HLOC will have the right to refuse any equipment that it deems inappropriate for service. All vehicles used to provide the shuttle transportation service shall be licensed from their respective states and meet all applicable local, state, and federal regulations. All contractors must report FMSCA Safety Report for compliance within Safety Fitness program.
- G. *Advertising:* Contractor shall allow temporary signage on the front, side, and rear of the vehicles as necessary and as directed by the HLOC. Placement of the signs shall in no way interfere with the safe operation of the vehicle. Contractor shall not be responsible for any costs associated with installing or removing the signage. Contractor is not permitted to allow third-party advertising or sponsorship on the inside or outside of equipment provided. This advertising or sponsorship includes but is not limited to signage, banners, window overlays, headrest or seat covering, floor coverings, audio or visual productions, and specialty giveaway items.
- H. *Meetings:* Contractor shall be available to meet with the HLOC and TMS within seven days and as needed thereafter of Contract award and for any subsequent meetings as necessary prior to the first day transportation services are to begin.
- I. *Accommodations:* Contractor shall secure accommodations for drivers, mechanics, and support personal as well as transportation to and from a designated bus-storage location.
- J. *Contract Pricing:* Contractor will provide an estimated cost per unit based on busing schedule, using Exhibit "A".

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

Proposals must be submitted no later than Friday, February 12, at 5:00 p.m. to the Houston NCAA Final Four Organizing Committee, Inc., located at 1331 Lamar Street, Suite 1050, Houston, Texas, 77054 or e-mailed to tholloman@houstonloc.org. Proposals received after the date and time prescribed will not be considered for award and will be returned. Award decision will be made no later than Monday, February 15, 2016.

Proposals shall respond to the Contractor's responsibilities as described above. In addition to Exhibit "A", please submit the following as part of your proposal:

- A. Previous experience with similar special event transportation. Include the date and location of the event(s).
- B. Certificate of Insurance with proper Limits of Liability.
- C. MWBE certification, if applicable.
- D. List of vehicles to be used, including make, model, unit number, and state and license number.
- E. Provisions made should equipment experience breakdowns.
- F. Approximate timeframe for securing additional vehicles in the event estimated attendance is exceeded.
- G. Daily Operations – Describe the process for ensuring driver schedules will be prepared daily and received by the HLOC, TMS or their representatives.
- H. Licenses/Permits – Provide evidence of required licenses and permits necessary to fulfill the responsibilities under this agreement.
- I. Contractor point of contact – name, phone number (business and mobile), e-mail, and company address.
- J. Sample license agreement or contract.

EVALUATION AND AWARD CRITERIA

Selection of the Successful Bidder shall be based on the following criteria:

Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted, the HLOC shall select the bidder which, in its opinion, has made the best proposal and shall award the Contract to that Bidder. The HLOC may amend or cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the HLOC determine in writing and in its sole discretion that only one Bidder is fully qualified or that one Bidder is clearly more highly qualified than the others under consideration, a Contract may be negotiated and awarded to that Bidder. Contracts may be awarded to multiple vendors at the discretion of the HLOC.

POLICY REGARDING CONTACT AFTER PROPOSAL SUBMITTAL

After the date and time established for receipt of proposals by the HLOC, any contact in regard to the proposal initiated by any Bidder with any HLOC, TMS, or NCAA official, other than the assigned CONTRACT EXECUTOR, is expressly prohibited. Any unauthorized contact may be deemed grounds for disqualification of any Bidder from further review. Additionally, proposal will not be returned.

CONTRACT

A contract will be negotiated with the successful Bidder (Contractor) based on the scope of work, specifications, terms, and conditions contained herein.

SPECIAL TERMS AND CONDITONS

A. Contractor's Insurance

The Contractor shall purchase and maintain during the life of this Contract such Comprehensive General Liability Insurance, including product- and completed-operations liability insurance, as will provide protection from Contractor's performance of the work and Contractor's other obligations under the Contract documents, whether such performance is by Contractor, by subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and shall otherwise bear responsibility therefore. The Contractor further agrees that all limits will be made available that are in excess of the amounts below:

B. Commercial Auto Liability, Including Hired- and Non-Owned Liability Coverage Limit of Liability: \$5,000,000 per occurrence

The Contractor shall purchase and maintain during the life of this Contract such commercial automobile-liability insurance, including employer's non-ownership liability and hired-car liability insurance, to protect the Contractor and any subcontractors performing work covered by this Contract from claims for damages, whether such operations be by the Contractor any subcontractor, or by anyone directly or indirectly employed by either of them.

C. Commercial General Liability, Including Contractual and Completed Operations. Limit of Liability: \$1,000,000 per occurrence

D. Self-Insured Retentions, Deductibles, and Aggregate Limits

All self-insured retentions, deductibles, and aggregate limits on any required insurance must be disclosed and approved by the HLOC.

E. *Certificate of Insurance with Additionally Insured*

Additional Insured include but are not limited to: Houston NCAA Final Four Organizing Committee, Inc., National Collegiate Athletic Association, and Transportation Management Services (TMS).

