



**Request For Qualifications for:
TRANSPORTATION SERVICES**

Release Date: June 13, 2023

Qualifications Due/First Review Date: July 28, 2023, 5pm

StopWaste • 1537 Webster Street, Oakland, CA 94612 • StopWaste.org • (510) 891-6500

About the Agency

StopWaste works on behalf of 17 member agencies in Alameda County, serving 1.7 million citizens. We are a public agency governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. Our member agencies include the 15 city and county governments in Alameda County.

Since 1976, we've been helping residents, businesses, schools, and governments to become better stewards of the environment by preventing waste, saving energy, conserving resources, and taking action to increase community resilience to climate change.

Funding

StopWaste has allocated \$120,000 to support transportation services for the fiscal year of July 2023 through June 2024.

Programmatic Context

Our work helps people make better decisions every day about the products they buy, the resources they use, and the stuff they throw away. StopWaste Schools program serves 18 Alameda County school districts, including public and private schools, and environmental and climate literacy community partners that serve students and youth. As part of our agency mission, the schools project provides environmental and climate literacy action-based learning to engage students, youth, families, teachers, school leaders, member agencies and partners to take action to prevent reduce waste at home, at work and at school for a regenerative economy that promotes thriving and healthy communities and earth for all.

Purpose and Goals

The purpose of this request for qualifications is to identify providers of bus transportation for K-12 students, teachers, program staff, and other passengers to and from our educational programs in Alameda County. StopWaste is seeking transportation services for three programs: the Transfer Station Education Field Trip Programs, StopWaste Ambassador Program (SWAP) Youth Leadership Program, and StopWaste Schools Network Training & Partnership program.

Transfer Station Education Field Trip Programs

StopWaste manages two education centers, one at the Davis Street Transfer Station located at 2615 Davis Street, San Leandro CA 94577 and one at the Fremont Recycling and Transfer Station located at 41149 Boyce Road, Fremont, CA 94538. Students from public and private schools throughout Alameda County participate in field trips to the education centers year-round, with the highest demand of services needed during the regular school year, September through June. Participating students are in 4th grade through high school, with the majority of students being 4th and 5th graders. Students attend field trips with their teachers and parent chaperones. Field trips are scheduled for one class at a time, are approximately two hours long (not including transportation) and occur twice a day on scheduled weekdays. Starting program times are typically 9:00am and 12:30pm. One class is typically 25–40 students and an additional 2–10 adult chaperones. Up to 140 field trips are provided each school year. Upon request and based on partners' needs, the bus may need to transport students to an education

center and an additional site. Previous locations for these limited requests are Oyster Bay Regional Shoreline Park (1600 Neptune Dr., San Leandro, CA 9457) and other park or nature centers within Alameda County, per partners’ request.

StopWaste Ambassador Program (SWAP)

Our SWAP Youth Leadership Program includes middle and high school youth and adult coaches. During the school year, there will be program days requiring transportation for up to 55 youth and adults. These program days may be requested for weekends and/or evenings and would be scheduled with advance notice up to one month prior. Typically, there is one leadership day in the fall (between August and December), one in the spring or summer (between January and June), and six additional program days.

StopWaste Schools Network Training & Partnership Program

StopWaste serves environmental and climate literacy leaders who are innovating action-based learning models. Our program provides educational training tours to stakeholders and may include school age children to adults. Bus transportation is as needed by request. One example of a previous transportation need for this program is a multi-site educational tour for 55 people in Alameda County in a five-hour period on a weekend. In addition, we may require weekend transportation to specific volunteer events. Examples of these types of these events include a tree planting event in City of San Leandro, and recycling and compost outreach at UC Berkeley for a football or basketball game.

Description of Services Required

The services sought in the RFQ are bus transportation from schools, the StopWaste 1537 Webster Street, Oakland CA agency, or public transportation designated pickups like Bay Area Rapid Transportation (BART) stations to the education centers and assigned program destinations. Buses will arrive at least 30 minutes prior to the designated departure time. For transit trips to the education centers, the bus driver will remain on-site at all times and wait for participants to complete their StopWaste program and return them to their drop off location as scheduled.

StopWaste intends to book scheduling time slots for the entire school year from September to June. Each transit trip is scheduled and confirmed by the education center coordinators at least three weeks prior to the actual field trip.

Field Trip Program Sample Schedule September– June, with highest need from September-May

Note that program times listed below are sample tour times and do not include pick-up and drop-off times at school sites. Bus pick-up and drop-off times are typically 30 minutes before and after program start time but may vary depending on the school’s proximity to the education centers or a school district’s bell schedule.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	As scheduled	9:00am-11:00am	9:30am-11:30am, or	9:00am-11:00am	9:30am-11:30am, or	As scheduled	As scheduled

			Adjusted based on need		Adjusted based on need		
Afternoon	As scheduled	12:30pm-2:30pm		12:30pm-2:30pm	12:30pm-2:30pm	As scheduled	As scheduled

I. Minimum Requirements

- A. Contractor shall provide services for all Alameda County School Districts.
- B. Contractor shall have demonstrated experience in transporting students, teachers, and chaperones similar to the projects, Field Trip Education Center Program, SWAP Program, StopWaste Network and Partnership Program, described in this RFQ.
- C. Contractor shall possess the needed capacity to provide transit services that meet the needs of the field trip program schedule and will be available for requests from the SWAP and Network Training programs.
- D. Contractor shall be able to bill monthly for transit services requested by StopWaste or provide a fee payment schedule of services.
- E. Contractor shall have demonstrated experience working with public entities.
- F. Contractor shall have several wheelchair accessible buses available, and drivers trained to operate the accessibility equipment.
- G. Contractor shall have demonstrated ability to obtain the following insurance policies:
 - Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be not less than \$2,000,000.
 - Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$5,000,000.
 - Statutory workers' compensation and employer's liability insurance as required by state law.
- H. Contractor shall have headquarters, or a main office located in Alameda County or the Greater Bay Area.
- I. Contractor has SPAB-certified drivers and has a record of compliance with California Highway Patrol requirements.
- J. Contractor has seat belts for all passengers.

II. Desired Qualifications

The following qualifications would allow StopWaste to implement schools programming more effectively:

A. Contractor has buses that are clean air electric vehicles or has a comprehensive plan to convert their buses to an electric or hybrid fleet.

B. Contractor has access to two buses and two SPAB-certified drivers on field trip days to accommodate the traffic navigation for a county-wide program that may have to pick up schools on one site for the 9am-11am tour and still provide timely tours for the 12:00-2pm or 12:30pm-2:30pm tours to the education centers.

C. Contractor has demonstrated partnership excellence – we seek businesses that share our vision and aims and that uphold our agency’s mission and [aims](#) with a commitment to waste reduction and climate resilient communities.

D. Contractor has capacity to complete the administrative task of becoming an approved bus vendor for each public school district in Alameda County. We seek businesses that have existing vendor approval or can foster new relationships with school districts to be on their approved vendor list by September 15 of each school year.

E. Contractor has consistent access to bus fleets with 40 to 55 passenger capacity.

F. If available, contractor will provide access to on-board bathroom in case of emergencies.

G. If available, contractor may provide a television monitor with audio and microphone for pre-programming and provide staff or lead adult access to play a video.

H. Contractor has an on-line platform to provide live tracking of bus arrivals, and location for scheduled tours.

III. Submittal Requirements:

The Agency encourages local small businesses with ties to the community and women- and BIPOC-owned and run entities to apply. Organizations or individuals responding to this RFQ must provide:

1. Clear indication of what the respondent is submitting qualifications for among the three projects: Field Trip Education Center Program, SWAP Program, StopWaste Network and Partnership Program.

2. Summary of the firm’s qualifications and satisfaction of the requirements and preferred attributes described in Sections Minimal Requirements and Desired Qualifications, which may include a plan for attaining minimum or desired qualifications prior to September 15, 2023.

3. Documentation that the business has drivers who are SPAB certified and meet all California Highway Patrol requirements.

4. Photographs or video documenting the most current conditions of the bus including seat belts, front of bus, emergency windows and doors, and onboard restroom if relevant.

5. A professional fee schedule for the primary contact and the key personnel identified above who would be working on any future projects that result from the RFQ process. Please include brief resumes for the primary contact and key personnel.

6. Transmittal letter signed by a principal of the firm who is authorized to negotiate and enter into a contract with the Agency on the firm's behalf.
7. Identify which services, if any, the contractor would self-perform, and which services would be subcontracted. StopWaste expects that the subcontracting will be competitively bid.
8. Provide a per field trip cost for transit services from school sites to the Education Center and back on the same day.
9. Provide an estimate of a SWAP or Network tour for the following: A weekend event that picks up 55 participants at 9am at San Leandro BART, travels 10 miles to site one, travels 5 miles to site two, travels 1 mile to site three, and returns to San Leandro BART at 4pm.
10. Provide an estimate fee for each SPAB-driver to receive a one-hour orientation to each transfer station facility.
11. Provide a description of the organization structure (e.g., organization chart) and the number of full-time employees filling each role.
12. Provide the type of vehicles to be used in providing the service and the size(s) of the fleet, as well as how many vehicles you have on demand daily.
13. If applicable, provide the number of vehicles or percent of fleet which are clean air vehicles and list the type of technologies used to achieve reduced emissions or strategic plan to convert existing bus fleets to hybrid or electric vehicles.
14. Provide websites and/or samples of outreach materials, if available, for projects discussed.
15. Provide a description of comprehensive plan, which may include a provided subcontractor list, if a bus breaks down or a bus driver cancels their shift as the coordination of student-based programming demands a high-level of coordination, our program seeks to cancel 0% of our tours due to a business's inability to find qualified drivers or buses that are inoperable.
16. Provide examples of two (2) other organizations for which they have provided transit services that best demonstrate the firm's expertise as identified in Minimum Requirements and/or Desired Qualifications.

Please limit the description of the two organizations.

1. Describe the type of transportation services provided including the amount of the contract provided.
 2. Provide a reference for each organization that can provide information on the firm's performance. Please provide the name of the organization, contact name, title, email and phone number.
17. Return a signed copy of the attached letter titled, "Required Insurance Policies and Performance and Payment Bonds," (Attachment A).

The Agency assumes that any qualified respondents to this RFQ are willing and able to comply with the Agency's insurance requirements and standard service contract as specified in Appendices A and C of this RFQ. The Agency will also assume that any work product developed as a result of contracting with Agency will become the property of the Agency.

Application Deadline and Instructions

Release of RFQ	Tuesday, June 13, 2023
Qualifications Due for First Review:	Friday, July 28, 2023, 5PM PT
Short list Interviews (virtual):	Friday, August 4, 2023
Notification of Selection for Qualified List:	TBD
Selection of Service Provider:	Friday, August 18, 2023
Deadline for contract minimum requirements met for "Preapproved vendor status" for each school district for student passenger transportation services	Friday, September 15, 2023
Anticipated Start Date of Transportation:	Tuesday, September 26, 2023

Submittal

The deadline for application submittal is via e-mail received by the Agency prior to **5:00 p.m. (Pacific Standard Time) on July 28, 2023**, for inclusion in the initial review process. After this date, applications will continue to be accepted and reviewed on a rolling basis.

Email pdf. proposals to: schools@stopwaste.org with the subject line clearly marked "Transportation Services RFQ"

Upon submittal, you will receive an automatic confirmation of receipt. If you do not receive this confirmation, please immediately contact Arielle Conway at aconway@stopwaste.org and include a copy of the proposal.

Potentially qualified candidates may be asked to participate in an interview. As a result of this process, the Agency will select firms and/or individuals to be placed on the prequalified vendors

list. The Agency will select vendors from this list and negotiate a contract with one or more firms that staff determines to be most qualified, as defined by the requirements listed above. The Agency reserves the right to continue to accept and review applications on a rolling basis. Firms added to the list of service providers after the initial list will be eligible for consideration for future transportation needs.

Direct questions to Arielle Conway (aconway@stopwaste.org).

Attachments

Appendix A: Required Contract Elements Certification

Appendix B: Evaluation Criteria

Appendix C (linked): [ACWMA Standard Service Contract](#)

Appendix A - Required Contract Elements Certification

Professional Services Agreement including Insurance Requirements and Statement of Economic Interest

It is a requirement of StopWaste that any individual or firm selected to provide professional consulting services must be able to comply with the terms of our professional services agreement (attached as Appendix B), which includes the following insurance requirements:

- A. **Comprehensive general liability insurance:** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis including products and completed operations, personal & advertising injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be at least \$2,000,000. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- B. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), bodily injury and property damage liability insurance covering owned, non-owned (Code 9), rented, and hired (Code 8) cars. The combined single limit for bodily injury and property damage shall at least \$1,000,000.
- C. **Statutory workers' compensation and employer's liability insurance** as required by state law with a limit of at least \$1,000,000 per accident for bodily injury or disease. Neither Contractor nor its carrier shall be entitled to recover any costs, settlements, or expenses of workers' compensation claims arising out of this agreement. The Employer's Liability policy shall be endorsed to waive any right of subrogation against the Agency, its employees or agents.
- D. **Professional Errors and Omissions Liability Insurance.** The limit of liability shall be at least \$1,000,000. If the policy is written on a "claims made" basis, Contractor must maintain required coverage for a period of three years after the expiration of this agreement. Contractor may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail coverage applicable to said three-year period.

In addition, the individual or firm's project manager may be required to submit a Statement of Economic Interest Form (Form 700) as required by the State Fair Political Practices Commission. For a copy of a Form 700, please see the California Fair Political Practices Commission website at <http://www.fppc.ca.gov>

Please sign the statement below to indicate that you and your firm understands and will comply with the terms of the Authority's professional services agreement including the required insurance policies and will submit a Statement of Economic Interest Form if requested by Authority staff.

I have reviewed and will comply with the terms of the Authority's professional services agreement and certify that my firm has the ability to obtain the required insurance policies and submit the Statement of Economic Interest Form.

I understand that failure to comply with any of these requirements will result in the Agency's refusal to enter into a contract for services with my firm.

Name:

Title:

Firm:

Signature:

Date:

Appendix B: Evaluation Criteria

<p>Organizational Capacity & Commitment</p> <p>Does the respondent seem to have adequate capacity, have they demonstrated adequate experience and readiness to implement the project?</p>
<p>Responsiveness and Qualifications</p> <p>Is the response clear and comprehensible? Are the qualifications appropriate and responsive to the needs of the project?</p>
<p>Alignment with goals/partners/purpose/aims</p> <p>Does the business share our vision and aims and that uphold our agency's mission and aims with a commitment to waste reduction and climate resilient communities?</p>
<p>Partnership</p> <p>Is there a willingness to accommodate the programs fluid needs for scheduling 18 school district requirements and ability to have strategic plans when buses are in repair or scheduled drivers are absent? Is their an excellent commitment to passenger safety and satisfaction or proven record of excellent service in our county's school district?</p>

VII. General Conditions

All materials submitted become the property of StopWaste and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements. Respondents bear all costs associated with responding to this RFQ, and StopWaste will provide no compensation for these costs.

StopWaste reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, to award full or partial funding of any request, and/or to cancel all or part of this RFQ at any time prior to awards.

For inquiries about this RFQ, contact:

Arielle Conway, Program Manager, at (510)891-6520 or via e-mail at aconway@stopwaste.org

StopWaste
1537 Webster Street
Oakland, CA 94577