

Calendar of Events*

Distribution of RFP _____	April 8, 2024
Final Date to Submit RFI _____	April 22, 2024
Proposal Due Date _____	April 29, 2024
Development of Shortlist _____	May 2, 2024
Interviews of Selected Contractors _____	May 6 – May 10, 2024
Contractor Selection _____	May 13, 2024
Contract Documents Submitted to City _____	May 23, 2024
Council Approval of Professional Services Agreement _____	June 12, 2024
Transition Period _____	June 17 – June 30, 2024
New Contract in Effect _____	July 1, 2024

*Subject to change



SECTION I: PROPOSAL PACKAGE

A. **Background Information**

The City of Calabasas (“City”), is soliciting proposals from interested, qualified companies (“Contractor”) to provide services for a variety of transportation programs. Calabasas is a low density city of 24,000 residents, with hilly terrain, plenty of open space and transitions to rural, suburban design.

The Request for Proposals (RFP) is to provide the City with a defined level of services, while maintaining the most cost-effective approach possible. The City intends to award one contract to provide the requested services for a three-year term, with up to two one-year extensions.

Visit the following link for current Calabasas Shuttle and Trolley Services information: <https://www.cityofcalabasas.com/government/public-works/transportation-transit/public-transit-services>.

B. **General Scope of Services**

The operation of the Calabasas Transit Program currently consists of the following:

- Seven (7) fixed-route lines. Refer to *Attachment A: Scope of Services* for details. Note that Attachment A will be included in the PSA awarded to the successful proposer.
 - One (1) Citywide fixed transit route within Calabasas City Limits
 - Four (4) peak-service routes during a.m. and p.m. peak transit demand (tripper service)
 - One (1) summer fixed-route Weekend Trolley (Memorial Day to Labor Day)
 - One (1) summer fixed-route Beach Bus (10-week operation)

During the summer, transportation services change due to a shift in demand. A revised route and schedule will be provided by City one month before route changes go into effect for drivers to accommodate changes and learn the route. There are periodic and random special events that occur throughout the year which require transportation; the awarded company will be required to provide those transportation services.

The City of Calabasas shall be responsible for all costs associated with major repairs including but not limited to the following: engine, transmission, and major drive train components, based on approval of City. All repairs and parts shall pertain to the manufacturer’s warranty and shall be serviced per manufacturer’s service intervals. The Contractor shall cover the cost and replacement of all wearable items. The City shall be responsible for all costs associated with vehicle fuel.

C. **Information Provided by City**

Contractors are solely responsible for conducting their own independent research, due diligence or other work necessary for the preparation of proposals, negotiation of agreements, and the subsequent delivery of services pursuant to any agreement. In no event may Contractors rely on any oral statements.