

## Request for Proposal for Public Transportation Services

### INTRODUCTION

The City of Calabasas is soliciting proposals from interested, qualified companies to provide services for a variety of transportation programs. The Request for Proposals (RFP) is to provide the City with a set of transit operation services while maintaining a cost-effective approach. The City intends to award one contract to provide the requested services for a three-year term, with up to two one-year extensions.

### REQUEST FOR PROPOSAL (RFP)

The City of Calabasas (“City”) is soliciting Proposals from qualified transit service providers (“Contractor”) for **Public Transportation Services**. Proposals must be submitted at or before **2:00 p.m. on April 29, 2024**. Proposals and amendments to Proposal received after the date and time specified above will not be considered.

Proposals submitted to City must comply with Section I and Section II, and must be based on the Scope of Services provided in Attachment A. Proposals will be evaluated and awarded in accordance with Section IV: Evaluation and Selection. The selected company or companies must be willing to sign an agreement with the terms and conditions shown in the City model Professional Service Agreement (PSA), attached herein as Attachment B. Contractors are encouraged to promptly notify City of any apparent major inconsistencies, problems, or ambiguities in the Scope of Services.

### REQUEST FOR INFORMATION (RFI)

In an effort to maintain fairness in the process, all inquiries concerning this procurement are to be directed only to the City Public Works Department at the following address: 100 Civic Center Way, Calabasas, CA 91302, Attention: Tra’a Bezdecny. Contractors are specifically directed NOT to contact any City Council members or personnel, other than specified in this RFP, for meetings, conferences, or technical discussions that are related to the RFP.

All inquiries must be submitted in writing via email at [tbezdecny@cityofcalabasas.com](mailto:tbezdecny@cityofcalabasas.com) and must be received at the City by the end of business on **April 22, 2024 at 5:00 p.m.** Please note that City will not be responsible for mailing any addendums. All addendums and notifications will be made available on the City’s webpage: <http://www.cityofcalabasas.com/public-notices.html>. Contractors are encouraged to check the website regularly since each Contractor will bear sole responsibility for having the RFP and all addendums.

### CONFIDENTIAL MATTERS

All data and information gathered by the Contractor and its agents, including this RFP and all supplement information, shall be treated by the Contractor and its agents as confidential. The Contractor and its agents shall not disclose or communicate the aforesaid matters to a third part or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from City.