

NOTICE & SCHEDULE OF EVENTS
REQUEST FOR PROPOSAL NO. 2022-160
SYSTEM-WIDE FARELESS TRANSIT SYSTEM STUDY

The City of Ames, Iowa (City) is seeking proposals from interested Consultants to study CyRide's Fare policy and the impact of implementing a system-wide fare-free (fareless) policy or some variation of fare reduction. Consultants are invited to submit demonstrated competence and qualifications for providing these services.

PROPOSALS will be accepted by the City of Ames until 2:00 PM CDT Time on May 26, 2022. Proposals are to be emailed to Karen Server at karen.server@cityofames.org or may be delivered to the Purchasing offices, Ames City Hall, 515 Clark Avenue, Ames, Iowa. Once proposals have been thoroughly evaluated, the winning proposal will be presented to the approving authority for action thereon.

Pre-proposal meeting is scheduled to address questions and requests for clarification of requirements for this project. This meeting will be held via Zoom on Tuesday, May 17, 2022, at 1:00 PM at <https://us02web.zoom.us/j/89808327374>, Or Telephone: 1 312 626 6799, Meeting ID: 898 0832 7374.

Questions and requests for clarification of requirements for this project are encouraged. All questions and requests for clarification to the Request for Proposal shall be received in writing no later than 5:00 p.m. CDT Time on May 24, 2022. Questions and requests for clarification to be submitted via e-mail to karen.server@cityofames.org.

The schedule represents the City's best estimate of the schedule that will be followed. If a component of this schedule is delayed, the rest of the schedule will be shifted accordingly.

The approximate contract schedule is as follows:

Issue Request for Proposal:	May 10, 2022
Pre-Proposal Meeting via Zoom:	May 17, 2022
Final Date to Submit Written Questions:	May 24, 2022 at 5 PM
Responses to Questions Posted:	May 25, 2022 or Sooner
Proposals Due:	May 26, 2022 @ 2:00 PM
Interviews, if needed:	Week of June 1, 2022
Contract Award:	June 28, 2022
Project Start Date:	June 29, 2022
Project Completion Date:	September 30, 2021

All submittals shall be addressed to: Karen Server, City of Ames Purchasing Division
kserver@city.ames.ia.us or 515 Clark Avenue, Ames, IA 50010

Consultants are to submit an electronic version (.pdf) by e-mailed or on CD, DVD or Flash Drive.

Receipt of delivery will be provided upon delivery if requested. All responses should be clearly marked "System-Wide Fareless Transit System Study". All responses are to be received by the City of Ames prior to 2:00 PM CDT Time on May 26, 2022.

Proposals received after 2:00 PM CDT Time, May 26, 2022, will be returned to the Consultant and not considered. It will be the sole responsibility of the Consultant to have their responses delivered before the closing hour and date.

The City of Ames Purchasing Division is the only authorized source of proposal documents. Proposal documents obtained from any other source may be incomplete. Consultants using proposal documents not obtained from the City of Ames Purchasing Division are advised to contact the City of Ames Purchasing Division to provide a contact name, mailing address, phone number and email address to enable receipt of necessary addenda. Reproduction of these documents without the express permission of the City of Ames is prohibited.

It is expressly understood that any costs associated with preparing a submittal shall be at the expense of the Consultant.

The City of Ames does hereby reserve the right to reject any or all proposals, to waive informalities, and to make such awards as it shall deem to be in the best interest of the City.

END OF SECTION