

Gallatin Valley Urban Transportation District (GVUTD)
Request for Proposals
for
Streamline Transit Services

Issued by: Gallatin Valley Urban Transportation District (GVUTD)

Issued date: May 24, 2025

Request for Proposal (RFP)

Gallatin Valley Urban Transportation District (GVUTD) seeks to obtain proposals from service providers for fixed route bus service and/or ADA complementary paratransit service. Proposals will be received until **Tuesday, June 10, 2025 at 4:00 p.m. MDT.**

Anticipated Selection Schedule

- RFP issued: **May 24, 2025**
- Questions regarding the RFP due: **June 2, 2025**
- Response to Questions Deadline: **June 4, 2025** (all Q & A will be posted on website)
- All proposals due: **Tuesday, June 10, 2025 at 4:00 p.m. MDT**
- Interview (if any) expected to be scheduled **June 13, 2025**
- Vendor selection will occur: **June 16, 2025** (estimated)
- Award of Contract: **June 20, 2025**

Submission Information

The Proposal must be signed and shall be delivered within the time set forth in this Request for Proposals (RFP). One (1) electronic copy of the proposal should be sent to and received by the contact person at the address below before the submittal deadline.

Proposals should be emailed and marked as follows:

RFP Title: GVUTD Streamline Transit Services Proposal

Dated:

Bidder's Name:

Attention: Mark Egge
egge@highstreetconsulting.com
GVUTD Board Chair

All proposals must be emailed to egge@highstreetconsulting.com

After submitting a proposal, the proposer should receive a confirmation email indicating the proposal has been received.

Questions

Questions regarding the Request for Proposals contents must be sent no later than **Monday, June 2, 2025**. GVUTD will make every effort to provide a written response within 2 business days. Proposers must submit their questions via email to egge@highstreetconsulting.com provide, at a minimum, the following:

- Subject Title: GVUTD Streamline Transit Services
- Proposer's name, requester, and appropriate contact information.
- The question, clearly stated.
- Specific reference to the applicable Request for Proposals section(s).

Questions and answers will be posted on our website at the following link:

<https://streamlinebus.com/doing-business-with-streamline/>

After submitting a question, the proposer should receive a confirmation email indicating the email has been received.

RFP Response Submission

Upon the submission of the RFP response, the proposer acknowledges that all information is accurate and complete.

PART A – BACKGROUND & GENERAL INFORMATION

Background

Gallatin Valley Urban Transportation District, also known as Streamline, provides transit bus services and complimentary Americans with Disabilities Act (ADA) demand responsive paratransit service. Streamline's service area generally consists of the Cities of Bozeman and Belgrade, and the unincorporated area known as Four Corners.

Streamline is seeking competitive proposals from interested, qualified and experienced Contractors to operate the transit bus and/or paratransit services offered by Streamline. These services are further defined in Part B of this document. Proposals will be accepted for any of the following: 1) Transit bus services only, 2) ADA complementary paratransit services only, or 3) both transit bus services and ADA complementary paratransit services.

Further info about Streamline can be found at: streamlinebus.com

Definitions

The following definitions are used throughout the Request for Proposal (RFP).

- ‘ADA’ means Americans with Disabilities Act
- ‘Contractor’ means proposer awarded the contract
- ‘FTA’ means Federal Transit Administration
- ‘Provide’ means to furnish and implement
- Gallatin Valley Urban Transportation District/Streamline is hereinafter referred to as “Streamline.”

Disadvantaged Business Enterprise

Streamline has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. It is the policy of Valley Transit to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts.

There is no contract goal established for this agreement. If a proposer is certified with the State of Montana as a DBE vendor, please indicate DBE certification within the submitted proposal.

Contract Term

The term of the contract will be for three years commencing on July 1, 2025, with options to extend for two two-year periods for a maximum contract term of seven years. This contract shall automatically extend into the two-year option periods unless either party notifies the other, in writing, 90 calendar days prior to expiration of the initial and/or succeeding contract option period(s). The funding of each of the services listed within are contingent upon federal, state, and local funding sources.

Funding

Funding for this procurement is provided by City, County, State, and Federal taxpayer dollars. As such, the agreement with the successful proposer will always be subject to the rules and regulations of Montana State law and the Federal Transit Administration. The successful Contractor will be responsible for complying with all applicable laws and regulations governing the services described in this RFP as a Contractor of Streamline.

PART B – SCOPE OF WORK

Basic Requirement

The awarded Contractor shall be responsible for all aspects of the transportation services described in this RFP. This includes providing personnel necessary to comply with all requirements listed.

Streamline will provide office space and a bus barn facility (located at 1812 North Rouse Avenue) for paratransit services.

Fixed route services are not operated out of the Streamline facility.

Vehicles

Streamline will supply, at its own expense, all vehicles required to perform the services under this agreement. All vehicles are wheelchair-accessible, equipped with either a ramp or lift and wheelchair securement.

Key Employee

The Contractor will assign an individual whose primary management function will be the direction of services performed by the Contractor.

Service Descriptions

Streamline's transit and paratransit service are comprised of the two services described below.

Transit Service

Fixed Route Service: The service is open to the public. Streamline operates four in-town fixed routes in Bozeman, including Blueline, Goldline, Purpleline, and Browline.

Commuter Service: This service is offered to Belgrade and Livingston (seasonally) on weekdays.

Shuttle Service: This is offered to Northeast Bozeman on weekdays and Bridger Bowl Ski Area (seasonally) on weekends.

For a summary of current routes, see <https://streamlinebus.com/routes/>

Paratransit Service

ADA Complementary Paratransit: The service is a demand-responsive, limited advance reservation complementary paratransit service for persons whose disabilities prevent their use of the fixed route transit services offered by Streamline. This service is designed to

comply with the ADA. Streamline is primarily a door-to-door service. Driver assistance does not include entering a private residence and is limited to door-to-door or the lobby/reception area of a facility.

The Contractor is responsible for maintaining full compliance with the ADA. Further guidance for complementary paratransit is established by the Federal Transit Administration in Circular 4710.1.

The contractor is responsible for all scheduling and dispatch activities associated with operating the demand-responsive service.

The Contractor is responsible for implementing Streamline's eligibility certification process and procedures, including documentation, and Streamline's ADA Paratransit Plan.

Service Summary

The following data estimates operations for Fiscal Year July 1, 2025 – June 30, 2026. This information is provided to assist in the formulation of proposals. Streamline cautions the information is pertinent only to the proposed operations and bus routes. Streamline may make changes to the routes and hours of service. Streamline makes no guarantee that the information provided represents the facts and figures of the system for the period for which proposals are sought.

Transit Service

Fixed Route Service: The general geographic area served by Streamline's fixed route service includes the City of Bozeman. Currently operates Monday - Friday, 6:30 a.m. - 9:45 p.m. on two routes, 6:50 a.m. – 7:05 p.m. on two routes and Saturday - Sunday, 9:15 a.m. - 6:15 p.m. Peak frequency runs operate on three routes. The following legal holidays are observed: New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving, and Christmas. Streamline may operate special routes for community events and the Contractor's service hours will be adjusted accordingly.

Commuter Service: includes travel within the City of Belgrade, approximately 10 miles, one direction and seasonal commuter service to Livingston, approximately 26 miles, one direction. Currently operates five (5) runs between the Cities of Bozeman and Belgrade between 7:00 a.m. and 7:00 p.m. Service operates two (2) runs between the Cities of Bozeman and Livingston.

Shuttle Service: to Bridger Bowl Ski Area is approximately 16 miles, one direction. Currently operates Saturday – Sunday, 8:15 a.m. – 5:20 p.m.

The approximate total annual service hours for fixed route, commuter, and shuttle are 26,000.

Paratransit Service

ADA Complementary Paratransit: The service area is within two (2) miles of the fixed routes. The general geographic area served by Streamline's fixed route service includes the City of Bozeman. The service operates the same days and hours as Streamline's fixed route service.

Participation in this program is restricted to individuals who have been certified as unable to use Streamline's fixed-route service as defined in the ADA, codified under Title 49 of the Code of Federal Regulations, Part 37.

Estimated total annual paratransit trips are 10,000.

Vehicle Maintenance

The Contractor shall be responsible for the proper use, care and maintenance of all vehicles and equipment required to adequately fulfill the responsibilities associated with the provision of fixed route and/or paratransit services as described herein. The Contractor shall implement and follow Streamline's preventive maintenance program.

Annual vehicle inspections must be performed. A complete record of all maintenance and/or repairs performed on each vehicle must be maintained. This information must be included in the service history of each vehicle. It is the Contractor's responsibility to establish arrangements for all service repairs necessary.

Service Demand

Historic ridership, mileage, and hours data by service are summarized in the tables below. Future volume is not guaranteed. Historic paratransit data reflects one-way rides for both seniors and paratransit eligible riders. Future senior rides will not be provided by Streamline. Future paratransit volumes are only estimated to be 60% of historic volumes.

Table 1: Ridership

Year	Transit Rides	Paratransit Trips	Total
2024	148,397	17,696	166,093
2023	129,505	19,784	149,289
2022	117,994	21,617	139,611
2021	102,321	17,737	119,968
2020	228,679	19,908	248,587

Table 2: Revenue Miles

Year	Transit	Paratransit	Total
2024	273,560	108,140	381,700
2023	249,255	145,638	394,893
2022	250,865	173,636	424,501
2021	265,322	159,629	424,951
2020	294,330	160,748	455,078

Table 3: Operating Hours

Year	Transit	Paratransit	Total
2024	20,607	9,325	29,932
2023	17,894	12,296	30,190
2022	18,518	11,764	30,282
2021	19,003	11,080	30,083
2020	17,645	11,976	29,621

Annualized average cost per ride (reflects senior and paratransit rides and costs) for ADA complementary paratransit services:

Table 4: Historic Paratransit Costs, Distance, and Time

Year	Cost per Trip	Miles per Trip	Hours per Trip
2024	\$37	6.11	0.53
2023	\$38	7.36	0.62
2022	\$32	8.03	0.54
2021	\$34	9.00	0.62
2020	\$26	8.07	0.60

PART C – PROPOSAL REQUIREMENTS

Written Proposal Response

Proposers are required to respond to the following questions.

1. Provide the name of your business/organization, address, telephone number, email address and legal status of business (sole proprietor, for-profit corporation or partnership, non-profit corporation, public agency, or other entity).
2. Provide name of the Chief Executive Officer (or Administrator) of business/organization.
3. Provide the name of the individual designated to represent the organization in subsequent discussions or negotiations related to this RFP. Include name, title, telephone number and email address.
4. Provide key personnel name and experience.
5. Provide a complete list of all transit or paratransit operations contracts within the last three years. For each organization, include agency name, contact person, telephone number and email address. Please note: Streamline may check references outside of the submitted list.
6. Describe the anticipated management of the transit and/or paratransit services. Please provide an organization chart, as it would relate to Streamline services.
7. Describe how your business/organization recruits new drivers and the screening and selection process that occurs.
8. Prior to hiring a candidate do you 1) check references, 2) conduct a criminal background check, 3) evaluate Department of Motor Vehicles (DMV) records for driver applicants, 4) send safety sensitive applicants for pre-employment drug and alcohol screening?
9. How often are DMV records updated?
10. Do you currently have a Drug & Alcohol program that complies with FTA requirements? If yes, please describe; if no, describe how you will implement a compliant program
11. How do you limit turnover of employees? What incentives or benefits are provided to reduce turnover and increase job satisfaction?
12. Describe how you will monitor the daily performance of the service and staff to ensure customer satisfaction.
13. Describe your procedures to handle challenging behaviors exhibited by riders.
14. Describe the process you use at the time of an incident or accident and what procedures do you use to determine if drug and alcohol testing is required?
15. Please provide samples of any checklists or preventative maintenance program that you use and describe methods used to ensure it's occurring within the scheduled interval.
16. Please provide or describe how defects in the vehicles are identified (verbal, written reports, other).

17. Describe how you ensure serious safety related or potentially vehicle damaging defects are identified and immediately removed from service.
18. Do you have maintenance staff? If so, describe what qualification and experience is required. If maintenance is outsourced, please provide a sample list of companies used.
19. Include a Balance Sheet and Profit and Loss Statement or audited financial statements.
20. Has the proposer, a subsidiary or intermediary company, parent company, or hold company had a contract terminated for default in the last (5) five years? If yes, please explain.

Proposal Content

Bidders must submit a proposal containing the following information:

1. An *Introductory Letter* signed by an authorized person of the firm indicating that the firm has the experience, interest, and capacity to fulfill the terms and conditions of this RFP.
2. Proposers must provide a comprehensive response to Written Proposal Response outlined in this RFP.
3. A list of other similar contracts and/or additional relevant agency capabilities along with the names of at least three references to be contacted regarding proposer's job performance for contracts similar to this RFP.
4. A completed *Cost Proposal Form* must be submitted.
5. A signed copy of Exhibit 1 – Required Certifications

Streamline reserves the right to reject any proposal, which, in its judgment, is incomplete.

Streamline will not reimburse the consultant for any costs incurred in developing, presenting, or providing this proposal. All materials and documents submitted in response become the property of Streamline and will not be returned.

Proposal Evaluation and Selection

Qualification of Bidders

The competency and responsibility of Proposers will be considered in making the award.

Streamline expressly reserves the right to reject any or all Proposals (either generally or in a particular instance and either retroactively or prospectively) and to waive any informalities or regularities in Proposals, and to accept that Proposal whether it be the lowest bid or not, which best serves the Streamline's purpose and intent provided that no course of dealing or delay or in exercising such right shall operate as a waiver thereof.

Basis for Award of Contract

Streamline, at its sole discretion, may accept entire proposals submitted by a Proposer, or accept portions of proposals submitted by a Proposer, or reject proposals in whole or in part.

Screening Proposals for Minimum Evaluation Criteria will include utilizing the minimum criteria incorporated herein. The selection committee will be designated by the governing Board. This committee will screen proposals as to their responsiveness to this RFP and will identify those which are responsive. Any proposal, which in the opinion of the evaluation committee, fails to include the information or documentation specified in the RFP shall be determined to be non-responsive and shall be rejected. Any Proposer who fails to meet any of the standards set forth as minimum criteria shall be determined to be non-responsive and shall be rejected. All other proposals meeting both the submission requirements of this RFP and minimum evaluation criteria shall be considered qualifying proposals.

Streamline reserves the right to waive portions of the RFP for all bidders and to waive minor informalities or allow the bidder to correct them. The remaining responsive proposals shall be evaluated using the comparative evaluation criteria incorporated herein. Each proposal shall be assigned:

- a) A separate rating for each comparative evaluation criterion; and
- b) A composite rating.

Selection Criteria

The final selection of the consultant shall be based on the following sets of criteria:

Minimum Evaluation Criteria

- a) Submission of all required documentation and certifications
- b) Cost Proposal Forms
- c) Completed Written Proposal Response
- d) Experience, references, and proven ability to meet schedules
- e) Submitted proposal responds to the issues identified in the RFP

Comparative Evaluation Criteria

Weighting Percentage	Description
20%	Experience and Professional Competence
5%	References include with Proposer's response
15%	References indicate Proposer's ability to perform duties of contract
40%	Resumes/Company Profile and Experience
10%	Years of experience
15%	Staff qualifications
15%	Examples of work with transit and/or paratransit

25%	Method of Providing Services
10%	Safety record
10%	Work plan
5%	Reporting Methods
15%	Cost and Proposal
15%	Cost proposal

Streamline may conduct interviews with the top qualified proposers at any point during the evaluation process. Information provided during the interview process shall be taken into consideration when evaluating firms using the above-stated criteria. Streamline also reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

Contract negotiations will commence after Streamline formally accepts a specific contract. The contract is expected to be signed within 5 days of contract award. All contracts will incorporate the general terms and conditions included with the proposal package and the written documents provided by the Proposer in its proposal. If a contract is not executed by the chosen Vendor by June 20, 2025, Streamline reserves the right to negotiate with an alternative Proposer. All exceptions to the contract must be noted in writing and included within the body of the proposal.

Cost Proposal Form

The proposer may recreate the form below but must maintain the same content.

Fixed Route Services (if offered) – Cost per Hour of Service:

	First 15,000 hours of service	Add'l hours up to 30,000 hours of service	Add'l hours up to 50,000 hours of service	Add'l hours beyond 50,000 hours of service
FY2026 – FY2028 (July 1, 2025 – June 30, 2028)				
Option Period 1 (July 1, 2028 – June 30, 2030)				
Option Period 2 (July 1, 2030 – June 30, 2032)				

Paratransit Services (if offered) – Cost per Paratransit Ride:

	First 5,000 rides	Add'l rides up to 10,000 total	Add'l rides up to 15,000 total	Add'l rides beyond 15,000 total
FY2026 – FY2028 (July 1, 2025 – June 30, 2028)				
Option Period 1 (July 1, 2028 – June 30, 2030)				
Option Period 2 (July 1, 2030 – June 30, 2032)				

In-house Maintenance Services (if offered) – Hourly Labor Cost:

	Price per hour of labor maintenance
FY2026 – FY2028 (July 1, 2025 – June 30, 2028)	
Option Period 1 (July 1, 2028 – June 30, 2030)	
Option Period 2 (July 1, 2030 – June 30, 2032)	

Price for mark-up on parts is _____

Proposer will not offer maintenance services _____ (initial here)

Exhibit 1 – Required Certifications

Lobbying Certification

By signing and submitting this certification, the Bidder certifies that no federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract.

Debarment and Suspension Certification

By signing and submitting this certification, the Bidder certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Non-Collusion Affidavit

By signing and submitting this certification, the Bidder certifies that the bid was prepared independently and without collusion, consultation, communication, or agreement with any other bidder or competitor.

The bidder affirms that no attempt has been made to induce any other bidder to submit or not to submit a bid for the purpose of restricting competition.

Signature of Person Authorized to Sign: _____

Printed Name: _____

Title: _____

Date: _____