



RFP 25-010 Microtransit Services
Barbara Coleman, Purchasing Manager

PRE-PROPOSAL CONFERENCE MINUTES

April 29 at 10:00 am

Announcement of Solicitation: RFP 25-010 Microtransit Services

Proposal for Transit Services. This is a Federal Transit Administration project receiving Federal Funds and managed by the City of New Braunfels.

A. Solicitation Schedule:

1. Date issued: April 15, 2025
2. Pre-Bid conference: April 29, 2025, 10:00 a.m.

[Join the meeting now](#)

Meeting ID: 288 285 823 732 4

Passcode: Y8Ch6Ar7

3. All questions must be submitted via email to **Barbara Coleman** no later than **May 13, 2025** by **5:00 P.M. CDT**.
4. **All bids are due to City of New Braunfels: attention Purchasing, no later than 3:00 P.M. CDT on **June 13, 2025**. Bids will not be read aloud.**

2. Introductions (Staff)

- A. Barbara Coleman, Purchasing Manager – ***primary point of contact until the contract is awarded.***
Phone: (830) 221-4389 Email: BColeman@nbtexas.org
- B. Julie Sitton, Transit Services Coordinator
Phone: (830) 221-4644
- C. Consultant: DCCM – Colin Ash, Project Manager

3. **Sign-In Sheet:** Please provide your Company Name, Contact person, email, and phone # in the chat window of this Teams meeting.

4. Review of Bidding Procedures

A. Solicitation documents may be obtained at:

- BidNet Direct website, <http://www.bidnetdirect.com/texas>
- The City of New Braunfels' website, <https://www.nbtexas.org/2694/Solicitations>

B. **Submission:** Bidders must follow submission instructions in Section 3.

1. Responses are accepted manually at City Hall, attention the City Secretary Office or Electronically via Bidnet Direct: <https://www.bidnetdirect.com/texas/city-of-new-braunfels>.
2. Electronic Bidding. The City of New Braunfels has partnered with its third-party vendor, Texas Purchasing Group (BidNet Direct) as its e-procurement site. For this Request for Proposal, electronic bid submission is another option available to Proposers. The link to BidNet Direct website: <https://www.bidnetdirect.com/texas/city-of-new-braunfels>.

You must register on their site prior to your electronic submission. If you have any problems completing your vendor registration or submitting your electronic bid, please contact BidNet at (800) 835-4603, Option 2, to speak with live customer support.



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Note: If submitting an electronic bid through BidNet, an original hardcopy and USB will not be required.

3. Manual Delivery must be labeled as follows:
City Secretary, Attn: Purchasing RFP 25-010
City of New Braunfels Project Name: Microtransit Services
550 Landa Street Due: June 13, 2025 at 3:00 pm CDT
New Braunfels, TX 78130
4. Responses received after the time and date set for submission will not be accepted.

B. Required Proposal Documents:

Companies responding to the Bid must follow the instructions below.

To achieve a uniform review process and to obtain a maximum degree of comparability, the City of New Braunfels requires that Bids be submitted electronically through Bidnet or manually with **1 original master (marked original) and one (1) electronic copy on USB. The following items need to be completed and returned with your Bid submission and shall be tabbed and labeled as indicated for consistency.**

- **TAB 1 - Solicitation and Offer Form:** Complete and sign form located on Page 1.
- **TAB 2 – Attachment A – Cost Proposal Form**
- **TAB 3 - Cover Letter** - Name and address of the Proposer, as well as a brief description of the company and its history, and how this makes the Proposer qualified for this bid.
- **TAB 4 –Cost Proposal Form and acknowledgement of Addendums (Attachment A)**
- **TAB 5 ATTACHMENT B – COMPANY INFORMATION AND CERTIFICATIONS**
- **TAB 5 - Proposer's Qualifications, Resources, and Experience** – Reference Section 5.1
1: Proposer's Qualifications, Abilities, and References)
- **TAB 6 – Transportation Service Approach** – Reference Section 5.2
- **TAB 7 – Work Plan** – Reference Section 5.3
- **TAB 8 – Bonds – Bid Bond** – refer to Attachment L
(Performance and Payment Bonds will be requested from the awarded vendor)
- **Tab 9 - Additional Supporting Documentation** – read and acknowledge the following:
 - ATTACHMENT D – Bonds forms – Bid Bond is due with Response – Performance and Payment Bonds will be due from the awardee.
 - ATTACHMENT E – Receipt of Federal Clauses



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- ATTACHMENT F - Disadvantaged Business Enterprise (DBE) Requirements - Certification of Attainment
 - ATTACHMENT F – Disadvantaged Business Enterprise (DBE) – Letter of Intent
 - ATTACHMENT F - Disadvantaged Business Enterprise (DBE) – Summary of Participation Goal
 - ATTACHMENT G – Certification and Restrictions on Lobbying
 - ATTACHMENT H – Debarment and Suspension Certification
 - ATTACHMENT I – Buy America Acknowledgement
 - ATTACHMENT J – Conflict of Interest Form - Required from Prime and Sub-Proposers.
 - ATTACHMENT K – Certificate of Interested Parties - Form 1295 – Requested from Prime Proposer only
 - ATTACHMENT L – Decline to Bid
 - PROOF ON INSURABILITY - Required from the prime Proposer. Refer to Exhibit A – INSURANCE RIDER for required limits.:
One proof of insurability completed and signed. A “for information purposes only” copy is acceptable. The awarded Contractor will be required to provide their certificate of insurance prior to contract award.
 - Attach copies of contractor’s license, certifications, or any other documentation not referenced under another tab.
 - APPENDIX One – Federal Transit Administration Guidelines for Contract Provisions
- **TAB 10 - Deviations from Request for Proposal** – (Reference Attachment C- EXCEPTIONS AND ALTERNATIVES FORM
 - Proposer is to indicate any deviations being offered in lieu of specified language referenced in the solicitation.

Required after contract award – Performance and Payment Bonds (Section 4.15 and Exhibit 2).

The city will guide the recommended vendor for awarded through any federal contract requirements

D. Notice of Award – The Owner will award, reject, or defer the Contract within 120 days after the opening of the bid. This bid requires City Council approval for award. It is the City’s intent to request approval from City Council in April or May 2025.

E. General Information

THE PROJECT: The City of New Braunfels (“City”) is seeking proposals from qualified transit and mobility providers to assist with developing and deploying a citywide microtransit system through a single, turnkey contract. The citywide microtransit system will serve the general population of the City of New Braunfels, Texas.



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The contract is anticipated to be for three (3) years with an option to renew it for two additional one-year periods. New Braunfels desires to begin transit services with a test pilot in September 2025 to assess the new system. A soft launch will proceed in October 2025 to prepare for service rollout.

Operating Budget is \$2.3 Million **PER YEAR FOR A 3 YEAR FIXED AGREEMENT WITH 2 ANNUAL OPTIONS TO RENEW.**

This project is contingent based on pre-award authority from the Federal Transit Administration (FTA).

5. DBE Requirements – 1.07%

6. Bonding –

Bid Bond – 5%

Performance - 100% - on Awarded Contract

Payment – 100% - on Awarded Contract

7. Anti-Lobbying – all communication is required to come through the Purchasing contact.

- Lobbying activities or representations by the respondent are prohibited between the date that the Invitation for Proposals (RFP) is issued and the date of contract execution. During a no-contact period, a bidder shall make a representation only through the authorized contact person.
- During the no-contact period, a bidder may not make a representation to a City official or to a City employee other than to the authorized contact person. This prohibition also applies to a vendor that makes a representation and then becomes a bidder.

8. Evaluation and Selection Factors –

The following criteria will be used by the evaluation committee to evaluate and rank the proposals. Refer to Section 4, 04.11 for defined criteria details.

Points	Description
25	Cost Proposal
25	Experience and Qualifications
30	Transportation Service Approach
20	Work Plan

9. Equal Opportunity - All responsible bidders will receive consideration for award of contract without regard to race, color, religion, sex, or national origin.

10. NONDISCRIMINATION - The City, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of



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Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

11. Appendix One - Federal Transit Administration Guidelines for Contract Provisions Compliance with Regulations

Section 8 Highlights the following:

- No Obligation by the Federal Government
- Program Fraud and False or Fraudulent Statements or Related Acts
- Federal Changes
- Civil Rights
 - Nondiscrimination, Equal Opportunity, and Title VI Provisions
 - Age
 - Disabilities
- Disadvantaged Business Enterprise (DBE)
- Incorporation of Federal Transit Administration (FTA) Terms
- Debarment and suspension
- Dispute / continuing Performance
- Terminations
- Lobbying and Influencing Federal Employees*
- Clean Air and Water Pollution Control
- Transport of Property or Persons
- Fly America Requirements
- Recycled Products
- Energy Conservation
- ADA Access
- Federal Participation
- State and Local Law Disclaimer
- New Employee Work Eligibility Status
- Veterans Preference
- Texting when Driving
- Buy America
- Access to Records and Reports
- Buy America and Convict Produced Materials



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- Conformance with Nation ITS – Intelligent Transportation Systems Architecture requirements

Certifications – Attachment B – Company Information

- Corrupt, fraudulent, collusive, practices
- Non-Collusion
- Title 10 Verifications - Contracts with Companies that Boycott
 - Energy Companies
 - Against Firearm Industry
 - Against Israel Boycott and Prohibition
 - Shall not do business with Iran, Sudan, or a foreign terrorist organization
- Non-Discrimination of Employment
- Prohibition on Certain Telecommunication Equipment or Services
- Disclosure of Proprietary Information

12. Technical – Julie Sitton and Colin Ash

Section 4 of the RFP

13. Ensure you sign in with company name, contact name, email and phone #.

14. Questions and Answers:

1. Is the City open to the contractor subcontracting with Transportation Network Companies (TNCs) to support the delivery of Microtransit service, utilizing a mix of dedicated and non-dedicated vehicles to enhance cost efficiency and operational flexibility?

Answer: The city will allow the contractor to subcontract with TNCs for microtransit service for overflow capacity.

2. Will the City allow the contractor to subcontract with TNCs for Microtransit trip fulfillment and overflow capacity, provided the arrangement aligns with the Federal Transit Administration's (FTA) taxicab exception rule—specifically, where passengers select from two or more providers, exempting the service from standard testing requirements?

Answer: We will not allow the passenger to select from two or more providers. We do not want TNCs to be the contractors only form of service.

3. Will there be a separate RFP release for mobile application or is this included in this RFP exclusively? If not, is the City of New Braunfels open to discussing a direct ILA contract for the GoPass mobile application with DART?



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Answer: We would like a turnkey provider to start the system. Meaning, they will have the vehicles, technology, and application to start our system. We can evaluate in future years if we need to break up the contracts. This item can be further negotiated at contract.

4. Will the City be providing a facility for the selected vendor to store and maintain the vehicles?

Answer: We will house the vehicles at a City location, maintenance will be handled by the contractor.

REFER TO THE ATTACHMENT FOR ALL QUESTIONS RECEIVED THROUGH MAY 5, 2025.

NOTE: AN ADDITIONAL ADDENDUM WILL BE RELEASED WITH ADDITIONAL QUESTIONS RECEIVED FROM MAY 6 TO MAY 13, 2025 AT 5:00 PM.

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Addendum 1

Microtransit Questions and Answers

1. **Clarification – Responses are due on June 13, 2025 at 3:00 pm CST.**
2. **Clarification to the contract value. Operation Budget is \$2.3 million per year. This is a 3-year agreement (valued at 6.9 million) with 2 annual options to renew. Potential contract value over 5 years is \$11.5 million.**

3. Will the City reduce or reconsider the Bid Bond and Payment and Performance Bonds?

Answer: ALL bond requirements have been removed. Bid Bond, Performance and Payment Bonds are removed from the RFP.

4. Is the City open to the contractor subcontracting with Transportation Network Companies (TNCs) to support the delivery of Microtransit service, utilizing a mix of dedicated and non-dedicated vehicles to enhance cost efficiency and operational flexibility?

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7. Will the City be providing a facility for the selected vendor to store and maintain the vehicles?

Answer: We will house the vehicles at a City location, maintenance will be handled by the contractor.

8. Will New Braunfels allow vendors to park up to 6 minivans in the secured area behind City Hall?

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Addendum 1

Answer: Yes, a location for parking will be provided.

9. Would New Braunfels be open to creating an excel based standardized pricing form?

Answer: The City is not providing a standardized excel form for costing. Each vendor will provide their pricing form applying the requested costing specifications. See 5.4 in the RFP, at a minimum provide the cost for Microtransit operations and startup costs if applicable; keeping in mind the approximate annual operating budget is \$2.3 million.