

REQUEST FOR PROPOSALS

FOR

VENDOR SERVICES AT

THE ALLENTOWN

TRANSPORTATION

CENTER

110 N.6th Street, ALLENTOWN, PA. 18101

ISSUED BY

THE LEHIGH AND NORTHAMPTON TRANSPORTATION AUTHORITY

July 28, 2017

REQUEST FOR PROPOSALS

VENDOR SERVICES

LEHIGH AND NORTHAMPTON TRANSPORTATION AUTHORITY

AT THE ALLENTOWN TRANSPORTATION CENTER (ATC)

110 N. 6th STREET, ALLENTOWN, PA

The Lehigh and Northampton Transportation Authority (LANTA) is seeking proposals from qualified individuals/firms/corporations to provide vendor services at its transfer center located at 110 N. 6th Street in Allentown, PA. 18101. LANTA's intent is to lease the use of up-to 3,000 square feet of space for a fee to the vendor for its use as a café, coffee shop, or the like. In return, the selected vendor will be required to provide customer services to LANTA passengers that include, but are not be limited to, ticket sales, distribution of LANTA information and routine maintenance of the space. The vendor must have prior experience in the service areas proposed, and shall be prepared to demonstrate sufficient financial capacity.

Documents pertaining to this RFP, as well as all relevant information, can be obtained thru PENNBID at www.pennbid.net. There is also a link on LANTA's website: www.lantabus.com to assist perspective vendors. Proposals are due by 2:00pm., EST. on Monday, August 28, 2017.

BY: Owen P. O'Neil, Executive Director, LANTA

PURPOSE

The Lehigh and Northampton Transportation Authority (LANTA) is seeking proposals from qualified individuals/firms/corporations to provide vendor services at its transfer center located at 110 N. 6th Street, Allentown, Pa. 18101. LANTA's intent is to lease approximately 3,000 square feet of space to a vendor for its use as a cafe, coffee shop, or the like. In return, the selected vendor will be required to provide customer services to LANTA passengers that include, but are not be limited to, ticket sales, distribution of LANTA information, and routine maintenance of the space.

The vendor must have prior experience in the service areas proposed, and shall be prepared to demonstrate sufficient financial capacity

SCOPE

This RFP contains instructions governing the proposals to be submitted and the materials to be included.

TYPE AND DURATION OF CONTRACT

LANTA expects to enter into a lease agreement, which sets forth the responsibilities of both the vendor and LANTA. The projected duration of the lease is ten-years with two additional five-year options. The vendor is expected to be open for operation on or about October 1, 2017. The opening date will be the established as the lease start date. The vendor **will** be permitted, through contract, to access prior to the start date to complete required installations/renovations.

11 REJECTION OF PROPOSALS

LANTA reserves the right to reject any and all proposals received as a result of this request.

INCURRING COSTS

LANTA is not liable for any costs incurred by an individual/firm/corporations prior to issuance of a contract.

ADDENDA TO THE RFP

If it becomes necessary to revise any part of this RFP, addenda will be provided via PENNBID.

RESPONSE DATE

To be considered, proposals must be submitted before the due date and time to be considered.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straightforward concise description of the individual/firm/corporation's ability to meet the requirements of the RFP.

ORAL PRESENTATION

Proposing individuals/firms/corporations may be required to make an oral presentation of their proposal. Such presentations provide an opportunity for the individual/firm/corporation to clarify its proposal to insure thorough mutual understanding. LANTA will schedule these presentations.

PRIME VENDOR RESPONSIBILITIES

The vendor will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, LANTA will consider the vendor to be the sole point of contact with regard to the contractual matters.

NONDISCRIMINATION

In the connection with the execution of a contract, the vendor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex,

or national origin. The individual/firm/corporation shall take actions to insure that minority applicants are employed, and that employees are treated during their employment without regard to their race, color, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment of compensation; and selection for training, including apprenticeship.

INTEREST OF PUBLIC OFFICIALS

No member or delegate to the U.S. Congress, or member, officer, employee of LANTA shall have any interest, direct or indirect, in this contract or the proceeds thereof during his/her tenure or one year thereafter.

DISADVANTAGED BUSINESS ENTERPRISE

LANTA solicits and encourages participation of certified Disadvantaged Business Enterprise (DBE) firms as well as Veteran's Administration (VA) certified Veteran Owned Small Businesses (VOSB) and Service Disabled Veteran Owned Businesses (SDVOB). DBE's and VA certified VOSB's and SDVOB's will be afforded full consideration of their responses. No percentage goal is set for this contract. However, it should be noted that a "good faith effort" should be made to involve such enterprises in any contract/subcontract work that is part of the scope set forth.

INFORMATION REQUIRED

PROPOSAL CONTENT

Proposals must be submitted in the four sections, as described in paragraphs 11.2 and 11.4 below. To be considered, the proposal must respond to all requirements of this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

VENDOR SERVICES PLAN

This section should describe, in narrative form, the type of services the vendor will provide. The description of responsibilities and concepts are set forth in Part IV of this RFP should be used as a guide. Vendors are encouraged to present their views and suggestions within the context of LANTA's requirements.

PRIOR EXPERIENCE

This section should include the experience of the individual/team to be assigned to the LANTA facility by the individual/corporation.

PROPOSED RENT and FINANCIAL CAPACITY

The individual/corporation shall provide their proposed rent for the space and provide documentation in support of their financial capacity to perform under the proposed lease agreement. This should include multi-year business plan, business and/or personal resources that will provide required operating cash, certified statements, et

CRITERIA FOR SELECTION

All proposals received will be reviewed and evaluated. It may be necessary to call in two or more individuals/firms/corporations for an interview to further discuss the submitted proposal.

The following areas of consideration will be used by LANTA in making the selection.

Understanding the LANTA vision for customer service at the center.

The extent of services to be provided.

The experience of the individual/firm/corporation with similar facilities
and/or operations.

Proposed rent and the financial capacity of the individual/firm/corporation to perform
over the life of the lease.

VISION AND RESPONSIBILITIES

LANTA VISION

LANTA and Allentown Parking Authority have established a city transportation center at 110 N. 6th Street, Allentown, PA. This facility has a parking garage with 500 parking spaces. The Center's transit components will provide 16 bus loading/unloading slots and an indoor space for passenger waiting and passenger and employee services. The indoor space is about 5,000 square feet in total. A total of 3,000 transit passengers will use the facility daily.

LANTA believes this location represents a viable business opportunity, thus it is seeking a partner. The partner will provide the required staffing that can meet LANTA needs and the needs of its business.

LANTA's vision is that this facility and the business will be attractive to all who work, live or visit this portion of the city, not just LANTA customers.

VENDOR RESPONSIBILITIES

A. LANTA Customer Service Requirements.

- LANTA Customers: The vendor shall give priority to the customer service needs of LANTA patrons.
- Minimum Hours of Operation: Monday thru Friday - 6:00a thru 6:00p
Saturday - 7:00a thru 5:00p
- LANTA Tickets: LANTA Bus/LANTA Van tickets are to be sold (no commission).
- LANTA Information: Vendor clerks/staff are to be LANTA information friendly (i.e. be able to provide correct response to basic inquiries and direct more detailed questions to the LANTA Customer Service Center).
- Passenger Services: Host LANTA passengers and other customers - make them feel proud and safe. Monitor passenger access to the facility and passenger conduct. Manage access to bathrooms.

Vendor Space: the Vendor is responsible, at its own expense, for the "fit-out" of the space provided through this lease to meet its business's needs.

- Maintenance: Cleaning/housekeeping including bathrooms, trash & snow removal, and routine maintenance of the leased space. And, daily trash removal along on the sidewalk walks/ platforms adjacent to the space.
- Rent Payment: The space will be provided to the selected Vendor at a mutually agreed monthly/yearly cost based upon the vendors submitted proposal. An up-front deposit/security payment of up to \$5,000 will be required.
- Taxes: Payment of property and other taxes as required.
- Insurance: Carry required levels of insurance (minimum of \$1,000,000). LANTA and the Allentown Parking Authority shall be a named insured on the policy. The vendor shall indemnify & defend LANTA and APA.

B. Business Requirements / Concepts

- Business: Maintain a viable business throughout the lease that is supportive of the needs of transit passengers.
- Business Concepts: The business may include, but is not limited to, the following elements:
 1. Food Services - Coffee/bagels/donuts/cold sandwiches/ cold drinks/packaged snacks/etc. No grill cooking.
 2. Convenience - Newspapers/magazines/etc.
 3. Merchandise - Allentown/Lehigh Valley/LANTA/ other souvenirs.

LANTA RESPONSIBILITIES

- Space: Provide/maintain the space described.
- Utilities: Pay utilities cost - electric/water/trash.
- Security: Install/maintain camera & security system.
- Signage: install/maintain exterior & interior LANTA information signage.

- **Information:** Provide all required LANTA information. Train vendor staff to permit their response to basic questions regarding use of LANTA services.
- **Maintenance:** Provide for the maintenance of the space and its major equipment items.

Exhibit I

Space Available

