



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

**REQUEST FOR INFORMATION
FOR
WEST TENNESSEE TRANSPORTATION SERVICES**

**RFI # 40100-51163
December 14, 2023**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Transportation issues this Request for Information (“RFI”) for the purpose of identifying available transportation providers in the subject area and gathering information about the available programs and business models for the type of service described. We appreciate your input and participation in this process.

2. BACKGROUND:

TDOT seeks information on available transportation providers in the West Tennessee region to establish transportation service to Haywood County from an 11-county region in West Tennessee. The State is considering a transportation service that would feature express coach bus service from the two major cities in the region. TDOT is also wanting to learn more about community bus and/or vanpool services to serve as regional coverage of the 11 counties surrounding the destination. Transportation service will be 6 days per week, with the potential for 7 days per week.

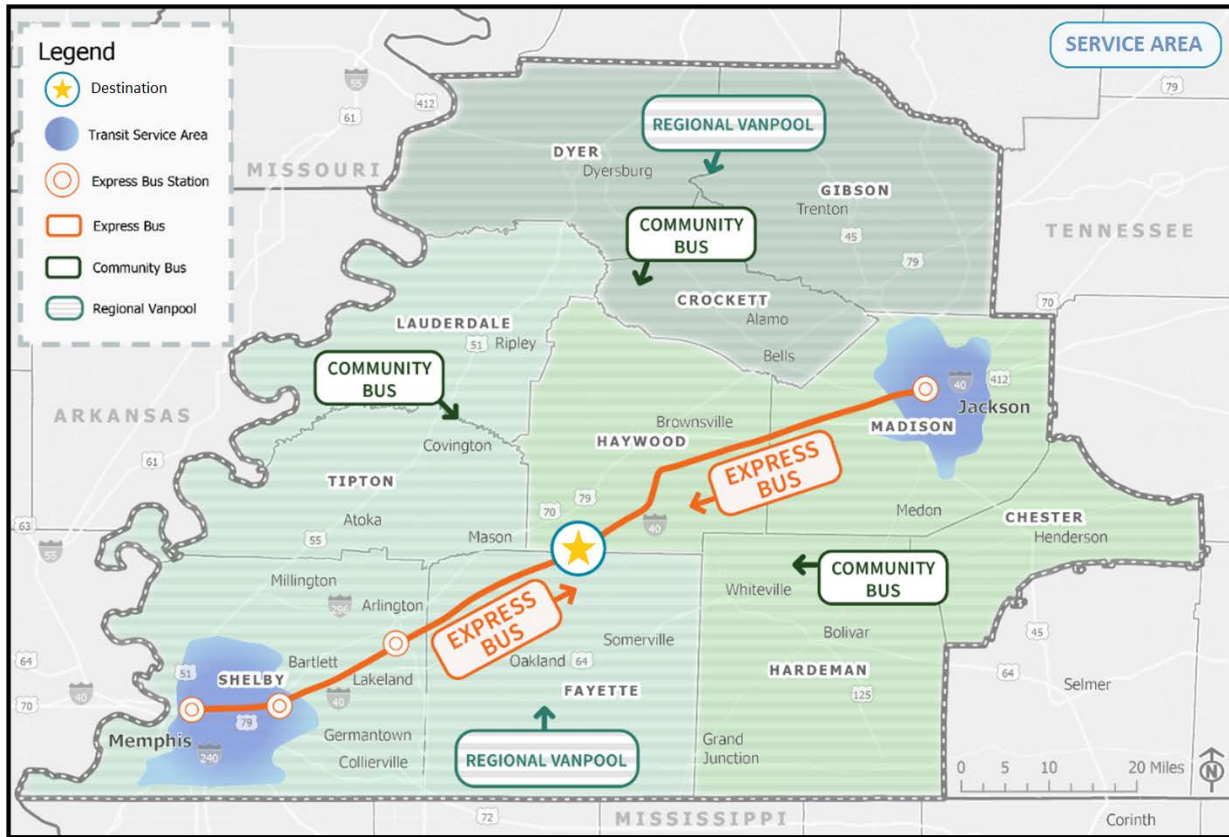
The Express Coach service is the first priority for the State’s consideration and would feature two routes from Jackson and Memphis/Shelby County to multiple stop locations within a few miles of a site in Stanton, Tennessee, located in Haywood County. The estimated frequency of the Express Bus Routes is as follows:

- At least 2 Coach Buses to/from Haywood County originating in Memphis/Shelby County* with 2-3 stops before delivering at the destination.
 - Morning from Memphis: 5am to deliver by 6:15am,
 - Reverse return around 5pm
 - Evening from Memphis: 5pm to deliver by 6:25pm
 - Reverse return around 6am
- At least 1 Coach Bus to/from Haywood County originating in Jackson* with 1-2 stops before delivering at the destination.
 - Morning from Jackson: 5:30am to deliver by 6:15am
 - Reverse return around 5pm
 - Evening from Jackson: 5:30pm to deliver by 6:25pm
 - Reverse return around 6am

*These are rough service projections and are subject to change

The community bus/vanpool service would feature shuttle buses or a vanpool program to transport small groups of passengers from the 11 counties to the Stanton area. Delivery to site times would be similar to above, but service start times will vary based on location.

A diagram of the service area and types of coverage for each county is illustrated below:



3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:
Lauren Shirey, TPM2
Tennessee Department of Transportation
505 Deaderick St
Nashville, TN 37243
931-272-4354

3.2. Please feel free to contact the Tennessee Department of Transportation with any questions regarding this RFI. The main point of contact will be:
Lauren Shirey, TPM2
Tennessee Department of Transportation
505 Deaderick St
Nashville, TN 37243
931-272-4354

3.3. Please reference RFI # 40100-51163 with all communications to this RFI.

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		12/14/2023
2.	Questions and Comments submitted by respondents to TDOT	2:00 PM	12/28/2023
3.	TDOT response to Questions and Comments		01/17/2024
4.	RFI Response Deadline	2:00 PM	01/31/2024

5. GENERAL INFORMATION:

5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.

5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.

5.3. The State will not pay for any costs associated with responding to this RFI.

6. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

RFI #40100-51163

TECHNICAL INFORMATIONAL FORM

1. RESPONDENT LEGAL ENTITY NAME:

2. RESPONDENT CONTACT PERSON:

Name, Title:

Address:

Phone Number:

Email:

3. Is the respondent a coach and/or community bus/vanpool provider located in the West Tennessee region? Describe the Respondent's ability to serve the 11-county region in and around Haywood County?

4. Please specify what type of service is operated.

5. Please specify the tools/software used and how they assist or manage the service delivery.

6. Describe the type and quantity of vehicles and drivers required to serve the proposed coverage area & location.

- Express Coach Bus
- Community Bus/Vanpool

7. If the respondent believes the required quantities of vehicles and drivers cannot be attained for the proposed service level, please describe how the level of service would change based on the available types and quantities of vehicles and drivers, and what the estimated available quantities are for each coverage area and location.

- Express Coach Bus
- Community Bus/Vanpool

8. What is the ramp-up timeline needed to establish a transportation service for each of the service models? Please specify any potential delays.

- Express Coach Bus:
- Community Bus/Vanpool:

9. Please describe the respondent's ability to fulfill both services through one contract (either alone or through subcontractors). If the respondent cannot fulfill both services, please identify the respondents primary service and describe the ability to fulfill the service identified.

10. Please provide any other information the respondent believes would benefit the State in the event that a procurement is conducted for this manner of contractor-managed transportation service.

COST INFORMATIONAL FORM
1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc):
2. Describe the typical price range for similar services or goods

ADDITIONAL CONSIDERATIONS
1. Please provide input on alternative approaches or additional things to consider that might benefit the State: