



TALKING POINTS
CITY OF WAUPUN TRANSIT COMMITTEE MEETING
Waupun City Hall (201 E. Main Street) or Zoom
Wednesday, September 22, 2021 at 6:00 p.m.

Committee Members Present:

Pete KaczmariskiAlderman
Scott LoudonChief, Waupun Police Department
Julie Nickel (Chair) Mayor
Nancy VanderkinAlderman

Committee Members Absent:

Will Langford (excused)Alderman

Staff Present:

Sarah Van Buren Community & Economic Development Coordinator

CALL TO ORDER

Mayor Nickel called the meeting to order at 6:00 p.m. and noted staff has requested the addition of item #6 (next steps) to the agenda.

ROLL CALL

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE TRANSIT COMMITTEE--State name, address, and subject of comments. (2 Minutes)

None.

DISCUSSION & POSSIBLE ACTION ON SHARED-RIDE TAXI PROPOSAL EVALUATION

1. Overview of Process & Responsibilities
 - a. Ms. Van Buren provided Committee members an overview of the process and their responsibilities for the evaluation of shared-ride taxi proposals. Much of the items discussed were provided in the September 7, 2021 and September 15, 2021 memos sent to Committee members, as well as DOA-3780 forms that were signed by all members.
2. Discussion of Technical Factors & Individual Evaluator Worksheets
 - a. Individually, members corrected mathematical errors prior to discussion and filled in information that was missing.
3. Completion of Consensus Rating of Technical Score
 - a. Upon completion of the technical review scores, Brown Cab Service, Inc. received a technical score of 294 and Mobility Transformation, Inc. received a technical score of 243.5
 - b. Committee members discussed the strengths and weaknesses of each proposal.
 - i. Brown Cab Strengths – Drug testing policy; Type of vehicles offered; Experience in Waupun and in the surrounding area; Training provided to employees; Not a lot of complaints and ones they received they followed through quickly; Riders are supported by the services; Strong dispatch capabilities.
 - ii. Brown Cab Weaknesses – Oil changes at 5k; No reference to HVAC checks; No listing of accidents; Cleaning protocol is not very clear/timely.
 - iii. Mobility Strengths – Cleaning protocol; Cameras in vehicles; Use of mobile app; Shorter oil change intervals; HVAC checks; Detailed listing of accidents
 - iv. Mobility Weakness – Electric vehicles that are currently recalled; Inconsistencies in the capabilities of the vehicle used; Target clientele is different from what Waupun has; Drug policy not as strict; Dispatch capabilities not as strong as Brown.
4. Opening of Price Proposals
 - a. Ms. Van Buren opened the price proposals from each respondent.

5. Completion of Consensus Rating of Price Score
 - a. Price proposal information was entered into the price component spreadsheet to determine the lowest cost proposal.
 - b. Upon completion of the price scores, Brown Cab received a price score of 150 and Mobility Transformation received a price score of 120.

A motion to do reference checks for Brown Cab Services, Inc. and recommend WisDOT allow the Common Council to award the 2022-2026 shared-ride taxi contract to Brown Cab Services, Inc. was made by Chief Loudon and seconded by Mayor Nickel, passing unanimously.

6. Next Steps
 - a. Ms. Van Buren summarized the next steps in the process
 - i. Determination of price reasonableness of the apparent successful offeror done using the format provided by WisDOT
 - ii. Determination of offeror “responsibility” and “responsiveness” of apparent successful offeror.
 - iii. Completion of Committee Report (signatures will be required).
 - iv. Send to WisDOT for approval before Council action.

ADJOURNMENT

The motion to adjourn was made by Ms. Vanderkin and seconded by Chief Loudon passing unanimously. The meeting adjourned at 6:27 p.m. N