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Request For Proposals (RFP) Notice

Date of Request Notification: March 10, 2025

RFP for Purposes of: Automated Passenger Counter

The City of Mankato is requesting proposals for the purposes of determining the preferred vendor that provides the best value for meeting our project needs. All vendors who adequately submit a proposal will be considered for this project.

Mankato Transit System is one of 37 public transit systems and several intercity bus providers offering transit service in 80 counties of Greater Minnesota.

Collectively, the bus fleet consists of 33 buses, comprised of fourteen large-size heavy duty 30 feet or longer and nineteen medium-size light duty 20-30 feet in length operating an average of 3,304 hours per month in 2024.

The City of Mankato is seeking proposals for an automated passenger counter to aid in counting the number of passengers at specific stops, in order to better plan bus stop improvements, passenger needs, etc. along any fixed route, to be installed on 25 buses in total.

The ideal service provider will be minimally capable of the following:

- Be compatible with existing Automatic Vehicle Locating (AVL) and Automatic Vehicle Announcement (AVA) technology.
- Obtain an accuracy level of 95 percent or better.
- Separately count passengers close together, can distinguish between a person and non-person item.
- Data can be date/time stamped and geolocated.
- Reports must be able to be generated and in exportable formats.
- Vendor installation services.

In order for a vendor to be qualified for this project, the following requirements must be addressed and considered in the submittal of the proposal:

- Vendors should fully describe the software being offered as part of this submission.
- Maintenance contract expectations should be included in the proposal.
- Vendors must list all software components or modules necessary to fully implement the project, including third party software necessary to complete the total installation (e.g., report generation software, SQL, back-up software, remote access software, etc.).
- Vendors should provide a detailed schedule of installation.

The project timeline is expected to start on **April 28th, 2025** and all aspects of work completed on or before **September 8th, 2025** tentatively. All payments for this project will be made once all work is completed to the satisfaction of Mankato Transit System. The eventual contract with Mankato Transit System and the preferred vendor will outline any agreed upon conditions.

[For Projects with Federal Funding]

The Federal Transit Administration (FTA) will be providing federal assistance for upfront capital costs at 80% FTA share using 5307 funds. The ongoing operating costs will be funded by FTA, state, and local funds.

Race Gender Neutral Assigned

The MnDOT Office of Civil Rights has assigned a Race/Gender Neutral Goal to this project. Responders are directed to read the DBE Provisions, as posted along with this RFP Notice. The DBE Provisions explains how to comply with the DBE requirements. If the DBE goal is Race/Gender Neutral (RGN), all responders are encouraged to include their anticipated DBE utilization for the contract in their proposals. **Each responder will still be required to submit a bidders list of all subcontractors and suppliers (both DBE and non-DBE) on projects with an RGN goal.** While DBE participation is encouraged on proposals with an RGN goal, responders are not required to submit GFE documentation specified in **Table A, other than a bidders list (parts D and E of Exhibit B, the GFE Consolidated form)**. Payment information described in **Table C** is required on **all projects**.

To view a listing of certified DBE's, please contact the MnDOT Office of Civil Rights at 651-366-3073, TTY 651-282-5799, or visit their website at <http://www.dot.state.mn.us/civilrights>

Termination

If the Contractor is (1) adjudged to be bankrupt; (2) makes a general assignment for the benefit of creditors; (3) has a receiver on account of insolvency; (4) is guilty of substantial violation of any provision of the Contract; (5) fails to promptly pay employees or obligations incidental to proper performance of the Contract; or (6) persistently disregards or permits disregard by employees of laws, ordinances or instructions of the [City of Mankato's](#) designated representative, then the [City of Mankato](#) may, at its opinion, terminate the Contract without further obligation to

the Contractor except for the expenses incurred prior to the termination. If [the City of Mankato](#) or its designated representative believes any action or non-action of the Contractor represents an immediate threat to public safety, the City of Mankato may suspend service for so long a period as they deem necessary.

[end of federal notice requirements]

Submit all questions related to specific project requirements in writing **by 4:00 PM on March 31st, 2025**. All questions should be submitted via email to danitheis@mankatomn.gov. All questions regarding this RFP are to be directed only to Dani Theis. Answers to questions will be posted at <https://www.mankatomn.gov/about-mankato/business/bids-and-request-for-proposals>.

Proposers may be disqualified if any unsolicited contact related to this RFP is made with an employee or representative of other than the RFP Administrator during the proposal process.

Submittal of proposals and any additional documentation is to be sent to:

City of Mankato
Attn: Dani Theis
10 Civic Center Plaza
P.O. Box 3368
Mankato, MN 56002-3368

Digital copies sent via email to danitheis@mankatomn.gov

The deadline for RFP submittals is by **4:00 PM on April 4th, 2025**. Proposals must be submitted both digitally and by mail, only one copy of each is needed. Proposals will be opened at **4:00 PM on April 4th, 2025** at 10 Civic Center Plaza, Mankato, MN 56001.

Scoring Criteria

All competitive and responsive proposals will be rated on the following criteria, listed in diminishing order of importance for a total of 50 possible points:

- Price (15 Points)
 - Initial startup cost and annual service fees/renewals.
- Compatibility with existing technology (15 Points)
 - Compatible with existing Automatic Vehicle Locating (AVL) and Automated Vehicle Announcement (AVA) technologies. Current technologies are GPS Insight and Passio.
- Installation timeline (10 Points)
 - Methods including new employee training and time to full utilization and installation of software.
- Past performance (10 Points)
 - Preferable service to existing and previous clients.

Attachments:

A: Applicable Federal Clauses and Certifications

B: DBE Provisions