



Robert V. Hess
Commissioner

August 3, 2009

**DEPARTMENT OF HOMELESS SERVICES
REQUEST FOR EXPRESSION OF INTEREST
REQUEST FOR INFORMATION**

TRANSPORTATION SERVICES UTILIZING HYBRID BUSES

I. Introduction

Established in 1993, the Department of Homeless Services (the “Department” or “DHS”) is a mayoral agency providing short term emergency shelter with accompanying rehabilitation and support services as well as re-housing support. DHS serves single adults and families (“clients”) requiring shelter for a variety of reasons. These services are provided by DHS’ Family and Adult Divisions – each division responsible for the particular needs of its respective population, administration of contracted services and the operation of DHS run shelters and central intake facilities.

A crucial part and legal requirement of successful program processing is assuring the clients are sheltered in a timely fashion. Clients may be transported from a site for an overnight placement which will require a pick-up in the morning and return to the original or may be transported one way to their placement. Most instances will involve clients being transported with some personal belongings, e.g. luggage. As such, DHS is expecting to issue a contract in the near future to procure transportation services using a fleet of hybrid buses (“hybrids”).

While DHS has historically contracted out these services – the use of hybrid buses in the contracted fleet is new. The purpose of this notification is to explore the possibility of using hybrids, the availability of interested vendors and any issues or advice for the Department in creating a competitive solicitation. DHS would like to hear from transportation companies as well as those organizations who would like to provide these services as an adjunct to their primary mission.

While the Family and Adult Divisions describe their respective needs as follows; it is the intent that one contract will be awarded and administered by DHS.



**DEPARTMENT OF HOMELESS SERVICES
REQUEST FOR EXPRESSION OF INTEREST
REQUEST FOR INFORMATION**

TRANSPORTATION SERVICES UTILIZING HYBRID BUSES

Page 2 of 3

II. Overview of Need

a. Family Services Division Statement of Need(s):

The Family Services Division of DHS is seeking a vendor to provide congregate transportation services to families with children who are being assessed for homeless

shelter assistance. Such transportation service shall be comprehensive and require a fleet of bus vehicles of the hybrid-type, with 39-45 seating capacity and accompanied drivers fully vetted with appropriate licensure and certifications-of-approval for operating a hybrid bus.

The geographic area to be serviced will be at varied distances throughout the New York City vicinity and would specifically involve the vendor to transport homeless families from one central origination point, the DHS Preventive Assistance Temporary Housing Facility ("PATH") located in the South Bronx, NY,

at set DHS-scheduled specific departures times between 5:00PM-6:00 AM, to current shelter locations throughout the five (5) boroughs of New York City, and to return homeless families back to the PATH facility in the morning by 9AM. At present the average number of families to be transported per night is between 40 – 60. This service will be required 365 days a year, including weekends.

b. Adult Services Division Statement of Need(s):

DHS Adult Services Division requires hybrid buses to transport single clients to and from DHS' intake centers, assessment shelters and other shelter facilities throughout the five (5) boroughs of New York City. Clients are transported from central locations (intake hubs) to shelters located throughout the five boroughs for overnight accommodations. Clients are transported during evening hours from the hubs to the shelters, beginning at 10PM until approximately 2AM. DHS estimates that up to 200 clients/day, both male and female, require transport to up to 10 drop off points located throughout the five (5) boroughs. Clients may need to be picked up and returned the following morning between 6am and 9am. This service will be required 365 days a year, including weekends.

In addition, the Adult Families Intake Center, currently co-located at the men's intake center in midtown Manhattan requires transport of handicapped clients, i.e. wheelchair bound or otherwise unable to navigate public transportation, to other shelters throughout the five (5) boroughs. The handicap accessible bus would be needed between the hours of 12 noon -10pm at night and should be able to accommodate three wheelchairs with up to three additional adult passengers. These clients may need to be picked up and returned to the respective central intake center the following day from 3pm until 10pm.



DEPARTMENT OF HOMELESS SERVICES
REQUEST FOR EXPRESSION OF INTEREST
REQUEST FOR INFORMATION

TRANSPORTATION SERVICES UTILIZING HYBRID BUSES

Page 3 of 3

III. Content of the Response:

Responses to this RFI may include, but are not limited to, possible approaches and responses to any or all of the following:

- If you are interested – we would like to know. Does your company currently use hybrid buses? If so, can you include a photo and general specifications? If you do not currently use hybrid vehicles, would you be willing to provide them under this solicitation?
- Pursuant to the above, are there any issues DHS should be aware of when incorporating hybrid vehicles into the fleet?
- Since clients may include belongings, DHS is also interested in exploring flexible seating and storage capacity. Would such capacity be available in hybrid buses?
- Information on how hybrid buses are a much cleaner and quieter form of transportation. DHS is particularly interested in the vendor noting how a hybrid bus approach would have a positive impact on community relations.
- Lastly, apart from the topic of hybrid buses - DHS would invite vendor feedback as to the most efficient routing software based upon the location, capacity and need for services.

Your feedback is appreciated by 5:00PM, September 4, 2009. You can e-mail your response to Janine Woodley-Brown, Deputy Agency Chief Contracting Officer at jwoodley@dhs.nyc.gov. By mail or fax:

Department of Homeless Services
33 Beaver Street, 13th Floor
New York, New York 10004
Att: Janine Woodley-Brown

Fax: 917-637-7077

DHS looks forward to your feedback and competitive interest.