

REQUEST FOR APPLICATIONS (RFA) for Bus Operating License at the Port Authority Bus Terminal

February 1, 2021

INTRODUCTION

The Port Authority of New York and New Jersey (PANYNJ) is currently accepting applications from bus carriers for a license to operate at the Port Authority Bus Terminal (PABT). Located between 40th and 42nd Streets and Eighth and Ninth Avenues in the heart of midtown Manhattan, the PABT is the largest and busiest bus terminal in the United States. The PABT includes temperature-controlled indoor waiting areas for travelers, public restrooms and other amenities, a variety of retail, food, and beverage options, and direct underground connections with the MTA-NYCT subway.

At this time, there are two (2) gates available, located in the Lower Level South Wing of the Port Authority Bus Terminal. Depending on the applications received and quantity of service proposed, the Port Authority may elect to assign both gates to one carrier, or to offer licenses to two or more bus carriers to operate at these gates.

All applications received will be evaluated on pre-established criteria which will assess service and market characteristics, firm experience and safety record, operations and customer service attributes, and revenue potential. The most highly ranked application(s) will be offered a standard Port Authority license agreement, assuming all other Port Authority requirements are met.

If your company is not awarded a license at this time, you will remain on our list of interested carriers for one year. If any additional gates become available, interested carriers on the list at that time will be contacted.

Interested applicants are welcome to submit questions about the PABT or about this Request for Applications (RFA) process by close-of-business **February 12, 2021**. A response to all questions will be shared with all carriers that provide us with written notice of interest prior to **February 19, 2021**.

Applications should be filled out on the attached Application for Operating License form, with additional information provided via attachments if necessary. Applications must be received by the Port Authority by close of business **February 26, 2021**. Please send applications to:

Raimy Cheyne
rcheyne@panynj.gov

Please direct any questions to Raimy Cheyne at (212) 435-2187 or rcheyne@panynj.gov.

Additional information about the Port Authority Bus Terminal is included in the following pages.

FACILITY INFORMATION

Overview

The Port Authority Bus Terminal is the world's busiest bus terminal, serving an estimated 250,000 passenger trips on a busy weekday. In 2019, the PABT handled over 2.4 million arriving and departing buses and over 70 million passenger trips. With 186 bus loading positions and service provided by over 20 different bus carriers, the PABT hosts routes for daily commuters throughout New Jersey, the Lower Hudson Valley, and eastern Pennsylvania, as well as intercity bus services to and from locations such as upstate New York, New England, the Mid-Atlantic, and Canada.

The Port Authority Bus Terminal opened in 1950 to solve the growing problem of congestion caused by intercity bus traffic using small terminals scattered throughout Midtown Manhattan. In 1981, the bus terminal's capacity was expanded by 50 percent with the addition of the North Wing that extended the terminal to 42nd Street. The two-mile exclusive bus lane (XBL), a contraflow lane on the New Jersey approach to the bus terminal, allows buses (and the travelers inside) to reach the bus terminal faster during the morning commute.

The PABT provides a variety of conveniences to travelers, including indoor weather-protected concourses; public restrooms; ticketing; a variety of retail, food, and beverage options including both national retailers and 'mom and pop' businesses; ATMs; digital information kiosks; staffed information booths; phone charging stations, and more. Service alerts are provided to customers who subscribe to the PANYNJ's e-alerts or use its MyTerminal mobile application to keep travelers informed of current operating conditions.

PANYNJ has continued to make safety a priority during COVID-19. Face coverings are required throughout the PABT for everyone's safety. All public areas including commonly touched surfaces are continuously cleaned and sanitized. Hand sanitizer and face coverings are also available for passenger purchase at facility retailers.

Location and Connections

The PABT is located at 625 8th Avenue in Manhattan, New York, one block west of Times Square, and occupies the blocks between Eighth and Ninth Avenues and 40th and 42nd Streets, within easy walking distance of midtown Manhattan's prime residential and office areas and major tourist attractions.

Direct underground passageways connect the terminal with the MTA-NYC Transit subway A, C, E, N, Q, R, W, 1, 2, 3, and 7 trains, as well as the shuttle to Grand Central Terminal. In addition, travelers can easily connect to airport shuttles, taxis, CitiBikes, and bus services provided by NJ Transit, Greyhound, Peter Pan, Adirondack Trailways, CoachUSA, Academy, and other carriers. PABT also contains a 1,200-space automobile parking garage on its upper floors, operated by LAZ Parking.

Facility Layout

The PABT has three bus levels (Lower Level, Level 3, Level 4), three passenger concourse levels (Subway Level, Main Level, Level 2), and three auto parking levels (Levels 5, 6, 7), and is divided into North and South Wings. The South Wing occupies the block from 40th and 41st Streets, and the North Wing occupied half the block from 41st to 42nd Streets. The two wings are separated by 41st Street at street level but are connected underground and on the upper levels.

The Lower Level South Wing has an on-street entrance on 40th Street and an on-street exit on 41st Street. The Lower Level North Wing is accessible through a tunnel under Ninth Avenue that connects to Dyer Avenue. Vehicular entrances and exits to the two upper bus levels and public parking are accommodated by direct ramp connections to and from the Lincoln Tunnel. These ramps are also accessible from city streets.

Safety and Security

PANYNJ maintains a robust and effective security program at all of its facilities, including the PABT, where the Port Authority Police Department, facility security management, and operations staff coordinate on a daily basis to ensure the security and safety of our customers. The PABT is patrolled 24 hours a day, 7 days a week by highly trained and professional police officers, with an on-site police desk for public assistance. To complement the police force, all employees working in the PABT also receive security awareness training.

The facility is equipped with security technology, including closed circuit television (CCTV) systems and access control measures for all areas not accessible to the public. A multi-layered risk-based security approach ensures that we meet the security challenges in an evolving threat landscape, while still ensuring we meet our core mission.

Operating Hours and Staffing

The PABT is open for bus operations 24 hours a day. Portions of the building, including the Lower Level South Wing, are closed overnight from 1:00am to 5:30am daily. Carriers assigned to gates in this area who seek to run overnight service will be assigned to alternate operating locations during the overnight period, either in the Lower Level North Wing or on 41st Street.

The Port Authority staffs the PABT with on-site, 24/7 operations and maintenance staff, as well as the police presence described in the previous section. The PABT is cleaned daily by a contract cleaning service, and additional cleaning protocols have been established as a result of the COVID-19 pandemic.

Bus Parking, Ticketing, Storage, etc.

A license to operate at PABT will come with an assignment of gate space for passenger drop-off and pick-up. Bus parking space, ticket windows, ticket vending machine locations, storage space, office space, drivers break rooms, or other spaces can be rented separately, subject to availability.

REQUIREMENTS AND RESTRICTIONS

Bus Restrictions

- Maximum bus size:
 - Length: 45 feet
 - Width: 102 inches
 - Height: 12 feet in Lower Level; 11 feet 6 inches on 3rd and 4th floors
- Maximum bus weight:
 - Maximum gross loaded weight: 48,840 pounds
 - Axle weight: 22,500 pounds
 - Combined drive and tag axle weight: 34,500 pounds
- Buses fueled by compressed natural gas (CNG) cannot be accommodated in the Lower Level South Wing.

Minimum Insurance Requirements

- Commercial General Liability: \$2,000,000 per occurrence
- Automobile Liability: \$5,000,000 per occurrence
- Workers Compensation: \$1,000,000 employer's liability

Bus and Passenger Information

- Bus schedules: As a customer service, PANYNJ maintains both in-terminal digital information kiosks as well as the MyTerminal mobile phone application, which provide schedule and gate information for all buses departing from the PABT. Carriers are required to provide up-to-date schedule information electronically, in the format required by PANYNJ, and to advise PANYNJ staff of all schedule changes.
- Bus and passenger counts: Carriers are required to provide routine and as-needed reports of bus and passenger activity.

Other Requirements

- Must be licensed with the New York State Department of State to do business in NY.
- All buses operating at PABT must be equipped with E-ZPass tags.
- All buses operating at PABT must comply with ADA requirements.

RATES AND FEES: All fees are subject to annual escalation. Prices listed are for 2021.

Long Haul

Long Distance Standard Gates: \$16,202.51/year
Long Distance Preferred Gates: \$20,190.82/year
Long Distance Best Gates: \$24,303.77/year
Departure fees: \$49.85/departure

Short Haul

Gate Fees: \$5,790.53/year
Departure fees: \$2.73/departure

Middle Distance Ticket Fee

13.5% of all non-commutation tickets sold or issued in Manhattan for service between PABT and applicable destinations (short haul destinations more than 25 miles from PABT).