

## REQUEST FOR PROPOSALS

# Rochester Public Transit and Paratransit Service Operations & Maintenance

## ADDENDUM No. 1

Date Issued: July 27, 2016

**CHANGES TO RFP ISSUED JUNE 21, 2016:** The following sections have been modified:

1. Section 1.14 (at p. 12 of the RFP) contains a typographical error resulting in an incorrect date. FTA Circular 4220.1F, dated March 18, 2013, is the document that is incorporated by reference.
2. The content of Section 2.2.5 (on p. 20 of the RFP) should have been included in Part 3 as well. The following paragraph should be inserted after Section 3.3.3 (at p. 55 of the RFP):

*3.3.4 Use of City Owned Service Vehicles.* Vehicles on the Fleet Roster are to be used for revenue service and directly-related activities only (e.g. deadheading, repairs). No administrative uses whatsoever by the Contractor are permitted. The City strictly prohibits the use of its service vehicles for the purposes of performing operator relief. The City reserves the right to use its fleet for demonstration or marketing events. Contractor may be asked to provide an operator for such City events and shall be compensated at the per Revenue Hour rate on such occasions. Contractor shall be responsible for providing service support vehicles for the purpose of operator relief and miscellaneous management functions at Contractor's expense. (The costs for use of such vehicles shall be included in the contract rate.) Contractor shall utilize relief vehicles to manage the need to exchange operators away from the operating garage. The successful Contractor will be required to submit, within 60 days after award of the Contract, a detailed plan for providing bus assignments that accounts for the overall age of the fleet and spare ratios.

3. Sections 2.3.17.4 (at p. 31 of the RFP) and 3.4.17.4 (at p. 66 of the RFP) should be deleted and replaced with the following:

In no case shall the Contractor use City equipment for transition and/or training purposes in advance of the assumption of services without first having acquired the required insurances and having submitted verification of coverage to the City's Transit and Parking Division.

4. Sections 2.4.2.1.4.i and 2.4.2.1.4.ii (on p. 33 of the RFP) should have been included in Part 3, not in Part 2. Those sections should be removed from Part 2 and inserted in Part 3 as Sections 3.5.2.1 d).i and 3.5.2.1 d).ii (on p. 67 of the RFP).
5. Section 2.8.4 (on p. 46 of the RFP) and Section 3.10.4 (on p. 82 of the RFP) contain incorrect cross-references. Section 2.8.4 should refer to Section 2.8.3.i. Section 3.10.4 should refer to Section 3.10.3.i.
6. Section 3.6.6 includes the report category "Critical Accident and Incident." That same report requirement should apply to Part 2 as well as Part 3, and should be inserted into the chart at Section 2.5.6.
7. The content of Section 3.4.3.4 should have been included in both Part 2 and Part 3. The following should be inserted after Section 2.3.3.4 (at p. 22 of the RFP):

2.3.3.5 Contractor shall notify the City in writing of any changes to the maintenance plan.

8. Section 3.7.14.2 contains an erroneous reference to a fixed route service term ("headways") in the context of paratransit service. That section should be replaced with the following:

Specific functions include, but are not limited to, evaluating On-time compliance; identifying solutions to minimize service disruptions or delays in order to ensure scheduled pick-ups occur; and responding to and investigating accidents and passenger/resident complaints.

9. Section 3.9.2.2.1 1) contains a requirement that should have appeared in both Part 2 and Part 3. The following should be added to Part 2.7.2.2.1 (at p. 41 of the RFP) as 1):

Maintaining a positive employee morale to assure good working conditions.

10. Section 7.4.3 requires separate submission of cost or pricing information. However, both the Value Added Plan Form and the DBE Participation Affidavit could include some data that could be used to determine price. The Value Added Plan is required for the Evaluation Committee's assessment of technical merit and will be used only

for that purpose. The DBE Participation Affidavit is not required for the Evaluation Committee's assessment of technical merit. That affidavit, as well as the appropriate attached form, should be submitted in a separate envelope.

11. PART 9 contains two Cost Proposal Worksheets among the required forms. Those two worksheets did not contain a line item for transition or mobilization costs. The Cost Proposal Worksheets have been revised to include that information. See attached.
12. Sections 2.5.5.1 and 3.6.4 require the submission of a daily service report by 5:00 p.m. "the following day." Those sections both should be amended to state that the required report is due by 5:00 p.m. on "the following service day."
13. A number of Inquiries asked about the term key personnel and other similar and related terms used within the RFP documents. A definition for Key Personnel should be added to the RFP at Section 1.0. "Key Personnel" means the following Contractor-provided personnel: General Manager, Maintenance Manager, and Operations Manager. The following section references in the RFP should be amended to refer to Key Personnel:
  - 1.1 (last paragraph on p. 4)
  - 2.3.3.2 (final bullet on p. 21)
  - 2.4.2.1.3 (replace "key management positions" on p. 32)
  - 2.7.2 (replace "Key Staff" on p. 40)
  - 2.7.2.1 (replace "Key Positions" on p. 41)
  - 3.5.2.1 c) (replace "key management positions" on p. 67)
  - 3.9.2.1 (replace "Key Positions" on p. 77)
  - 8.2 (replace "Key Staff" on p. 129)
  - 8.3.1.2 (replace "Key Staff" on p. 130)
14. Sections 2.3.3.1 and 3.4.3.1 contain incorrect and outdated references. The FTA website (<https://www.transit.dot.gov/>) has a search function that can be used to find all relevant resources.
15. The successful Contractor will be required to obtain a City Bus Franchise to operate the RPT system during the Contract. That requirement should be included as part of Section 9.4 of the RFP.
16. The Section 2.0 definition of "Early" should be changed. The corrected definition is: "When a bus departs any scheduled stop before the time posted on the bus schedule."
17. The Section 2.0 definition of "Revenue Hours or Revenue Service" should be amended. The second sentence of the definition should be deleted. The corrected definition is as follows: "The time from the first timed stop to the last timed stop per the bus schedule."

18. Section 2.4.2.1.1 should be amended to eliminate the City. The second sentence should be deleted and replaced. The corrected section is: "Internet. All Key Personnel should have Internet access. The Contractor must provide adequate Internet capability to support this requirement."

**RFP | ROCHESTER PUBLIC TRANSIT AND PARATRANSIT SERVICE OPERATIONS AND MAINTENANCE**

**COST PROPOSAL WORKSHEETS  
 RATES**

TYPE	CONTRACT PERIOD				
	2017	2018	2019	2020	2021
<b>Transition/Initial Mobilization Costs</b>					
<b>Fixed Route</b>					
Large Bus (35' or larger) per Revenue Hour <i>up to</i> 74,000 hours					
Large Bus (35' or larger) per Revenue Hour <i>over</i> 74,000 hours					
Small Bus (less than 35') per Revenue Hour					
<b>Paratransit</b>					
Small Bus (less than 35') per Revenue Vehicle Hour <i>up to</i> 18,500 hours					
Small Bus (less than 35') per Revenue Vehicle Hour <i>over</i> 18,500 hours					

- NOTES:
1. Transition/Initial Mobilization costs should be stated as lump sum figure. Those costs will be submitted with invoices for January 2017.
  2. The above rates include all costs identified in the RFP and resulting Contract.
  3. The buses identified as “Large Bus (35’ or larger)” typically are equipped with air brakes.
  4. Revenue Hours and Revenue Vehicle Hours are based on the existing service schedule plus increased service on Saturday and new Sunday service.
  5. In the event of the City exercises one or more options to extend the term of the Contract, the rates for the Extended Term will be determined as set forth in Part 5.26 of this RFP.

The foregoing rates are hereby offered for the management and operations of the City’s public fixed route and paratransit system in accordance with this RFP. The rates quoted are binding on the Contractor and may be relied upon by the City for at least 120 days after the RFP submission date.

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Company

\_\_\_\_\_  
 Date