

San Benito County Local Transportation Authority
Request for Proposals #2017-01
Transit Services Operations Procurement Management
Addendum No. 2

Issue Date: May 24, 2017

Proposers are reminded that receipt of this Addendum No. 2 must be acknowledged in your respective proposal, in Exhibit B: Acknowledgement of Addenda. Your proposal will be declared “unresponsive” should you not acknowledge this Addendum No. 2 and submit Exhibit B with your respective proposal.

Any information contained herein will be considered part of the Request for Proposals #2017-01 (RFP) and as such will be used in the evaluation of the responses. All other terms and conditions remain unchanged. In the event of a conflict between any provision of this Addendum and the RFP, this Addendum shall prevail.

This Addendum is intended to provide answers to questions received regarding the RFP, additional information, and/or to change the requirements as stated in the RFP. Where existing provisions of the RFP are modified, deleted text is shown in strike-thru format (~~example~~) and added text is bold and italicized (*example*).

Item No.	Question / Reference	Response
1	Can you confirm that the service start date is January 1, 2019, and not 2018?	LTA has established County Express and Specialized Transportation service providers under contract through December 31, 2018. In 2018, LTA will be required to procure service operators for its transportation services to be effective January 1, 2019. The RFP is for contractor assistance to manage the 2018 procurement process for County Express and Specialized Transportation service operators.
2	I noted that your agency is requiring Professional Liability insurance at a minimum level of \$1 million. I would like to ask if this requirement could be eliminated as it is quite expensive and is seldom requested for this type of consulting work.	Respondents will be required to maintain insurance coverages as set forth in Exhibit F – Standard Contract, Paragraph 5 to be negotiated at the time of award. With coverage amounts provided in RFP Section 2.18 Insurance Part 1, respondents have the option to maintain: Comprehensive General Liability Insurance, Professional Liability Insurance, or both.
3	Is there a conference call line that our firm could dial in to for the pre-proposal conference?	A dial-in number was not provided for the optional Pre-Proposal Conference.

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4	Please clarify if the intent is to prepare/release one RFP for both County Express and Specialized Transportation Services, or two separate RFPs, as this will impact cost assumptions.	LTA intends to prepare two separate RFPs for the County Express and Specialized Transportation, with the option for RFP respondents to submit a combined proposal.
5	Was last transportation services procurement two separate RFPs?	Yes, two separate RFPs were released during the last procurement cycle.
6	During the last procurement cycle, did Jovenes de Antaño submit a proposal that was awarded in a competitive RFP process?	Yes, during the last procurement cycle Jovenes de Antaño submitted a proposal that was awarded in a competitive RFP process.
7	The insurance requirements for a two year contract will impact fixed costs. Please clarify the insurance requirements as there are different limits in RFP and the Standard Contract Attachment.	<p>RFP Section 2.18 Insurance Part 1 b) has been modified as follows:</p> <p>b) The Contractor's vehicles used in the performance of this contract, including owned, non owned (e.g. owned by the Contractor's employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance in the minimum amount of \$500,000 \$1,000,000 combined single limit per accident for bodily injury and property damage.</p>
8	There are seven in-person meetings required, which could impact cost. Could some meetings be done by phone in the interest of travel cost reduction?	Yes, meeting participation by phone will be permitted, although LTA will be requiring in-person attendance at at least two meetings to be identified at the kickoff meeting.
9	Who will be responsible for costs associated with the RFP publication? How extensive of outreach will LTA require?	LTA will be responsible for the costs associated with the RFP publication. The extensiveness of the outreach will be at LTA's discretion.
10	What will be required regarding assisting with the RFP award and mobilization? We anticipate putting together a staff report for contract award, but mobilization is unclear.	At this time, it is hard to determine. LTA will be taking the lead on mobilization, but respondents must include a level of service in their proposals to advise/assist LTA as issues may arise during the process.

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11	Are there certain areas of the document review that should get specific attention?	Although a thorough review of all mentioned LTA documents is expected, areas respondents may choose to focus include: the recommendations of the 2016 Short Range Transit Plan/Long Range Transit Plan, the findings/recommendations of the Transportation Development Act Triennial Performance Audit for Fiscal Years 2012/2013 through 2014/2015, comments in the 2016 Council of San Benito County Governments Unmet Transit Needs Reports, and the recommendations of 2017 Transit ITS Plan.
12	Some of the required documents for review are not available on the LTA website. How can the documents be shared with potential proposers?	Along with this addendum, LTA will post: the 2016 Short Range Transit Plan/Long Range Transit Plan, Transportation Development Act Triennial Performance Audit for Fiscal Years 2012/2013 through 2014/2015, 2016 Council of San Benito County Governments Unmet Transit Needs Reports, 2016 San Benito County Bus Stop Improvement Plan, 2017 Transit ITS Plan, and Title VI Plan for review on its website www.SanBenitoCountyExpress.org .
13	The most recent Short Range Transit Plan lists a deviated fixed route option. Does LTA anticipate implementation?	LTA does not anticipate implementation of a deviated fixed route as described in the 2016 Short Range Transit Plan for the contract operations period.
14	Please provide information on the financial structure of the agency, most specifically revenue sources.	LTA is an eligible recipient of the California Transportation Development Act funds, State Transit Assistance and Local Transportation Funds. LTA is an eligible recipient of Federal Transit Administration Section 5311 and 5310 funds as a rural transit operator. LTA collects fares from public transit and specialized transportation riders. More information can be found in the financial assumptions of the 2016 Short Range Transit Plan/Long Range Transit Plan.

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15	Can the language in the Copyright Clause in the standard contract be modified?	LTA will not permit modifications to the language in the standard contract.
16	When does the LTA Board meet?	The LTA Board of Directors meets the third Thursday of every month at 3:00 p.m. at the Board of Supervisors Chambers located at 481 Fourth Street in Hollister.
17	When does the Social Services Transportation Advisory Council meet?	SSTAC meets every two months on the fourth Friday at 9:30 a.m. at 330 Tres Pinos Road Suite C7 at the Council of Governments Conference Room.
18	Page 3, Section 1: Invitation and Background: the narrative indicates that the public transportation and specialized transportation services that will be the subject of this procurement and presently managed by two contractors under separate contracts. Does the LTA envision the continuation of two separate contracts or is it intended that these services be managed and operated by a single contractor?	LTA intends to prepare two separate RFPs for the County Express and Specialized Transportation, with the option for RFP respondents to submit a combined proposal.
19	Page 5, Section 2.4 Submission of Proposals, requires the submission of “an electronic copy on CD-Rom of the completed Proposal,…” Will the LTA accept this electronic copy on a flash drive instead of CD-Rom?	Yes, LTA will accept electronic copy on a flash drive or on a CD-Rom at the respondent’s discretion.
20	Page 10, Section 2.18, Insurance: requires Professional Liability Insurance coverage in the minimum amount of \$1,000,000.00. Would the LTA consider removing this requirement? This coverage is seldom requested in this type of consulting because of the advisory nature of the assistance being provided and is quite expensive for a firm of my size.	Respondents will be required to maintain insurance coverages as set forth in Exhibit F – Standard Contract, Paragraph 5 to be negotiated at the time of award. With coverage amounts provided in RFP Section 2.18 Insurance Part 1, respondents have the option to maintain: Comprehensive General Liability Insurance, Professional Liability Insurance, or both.

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21	Page 13, Scope of Work, Task 3: What is the distinction between the “Administrative Draft RFP” and the “Draft RFP”?	LTA refers to an “Administrative Draft RFP” as the document that will be reviewed by staff. Once LTA staff provides comments on the “Administrative Draft RFP,” the consultant will be responsible to modify the document addressing the comments for it to then become the “Draft RFP,” which will be available for public review.
22	Page 14, Scope of Work, Task 6: Is it reasonable to expect that the SSTAC and LTA Board meetings can be coordinated so as to be done on a single-day trip?	<p>Unfortunately single-day trips will not be an option. The LTA Board meets the third Thursday of every month at 3:00 p.m. at the Board of Supervisors Chambers located at 481 Fourth Street in Hollister. SSTAC meets every two months on the fourth Friday at 9:30 a.m. at 330 Tres Pinos Road Suite C7 at the Council of Governments Conference Room.</p> <p>Although single-day trips will not be an option, meeting participation by phone will be permitted. LTA will be requiring in-person attendance at at least two meetings to be identified at the kickoff meeting.</p>
23	<p>Exhibit A, Respondent Fact Sheet:</p> <p>(a) As a Sole Proprietor, my firm’s “Contractor Tax ID” is my personal Social Security Number. Can this be omitted from the Exhibit or submitted separately (in the cost proposal, for example) to prevent it from becoming publicly available?</p> <p>(b) Item 6 “Net Worth of Business” Again, as a Sole Proprietor the net worth of my business is unknown. How should I respond?</p>	<p>(a) Please see revised Exhibit A attached to this Addendum.</p> <p>(b) Respondents are advised to best estimate the net worth of the business.</p>

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24	Exhibit C, References: Required 4 references, "two (2) of which should be in the San Benito County area." Due to the specialized nature of the requested assistance this is a difficult condition. Will the LTA accept references for similar projects elsewhere in California?	LTA will accept references for similar projects elsewhere in California.
25	The long time period of this project will incur additional costs for coordination and communications with the LTA. Will the LTA entertain proposals in excess of the \$25,000 budget indicated on the RFP cover page?	Award of a contract shall not be based on cost alone, but on the strength of qualifications of the Respondent and the Respondents' capability of providing the services outlined in the RFP. LTA has budgeted \$25,000 for this project and any proposals above would require a budget amendment approved at the discretion of the LTA Board.
26	LTA has indicated in the RFP and in Addendum 1 that there will be at least 6 in-person meetings which the contractor is expected to attend (Project kickoff, Workshop with Board to discuss the procurement process, and two meetings each with the SSTAC and Board of Directors). Is the contractor required to present in-person at all of these meetings or is LTA agreeable to remote presentations for some of these meetings as a way to reduce costs?	Remote meeting participation will be permitted, although LTA will be requiring in-person attendance at at least two meetings to be identified at the kickoff meeting.
27	The project budget is listed at \$25,000. Is that the maximum allowable budget? Were we to propose more than \$25,000, would our proposal be disqualified?	Award of a contract shall not be based on cost alone, but on the strength of qualifications of the Respondent and the Respondents' capability of providing the services outlined in the RFP. LTA has budgeted \$25,000 for this project and any proposals above would require a budget amendment approved at the discretion of the LTA Board.
28	Is our firm required to be authorized to do business in California at the time of the proposal submission deadline?	Yes, firms must be authorized to do business in California at the time of proposal submission.

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29	<p>The Customer References form (Exhibit C) indicates that we should provide four customer references, two of which should be in the San Benito County area. Our firm has done similar projects but not for clients in the San Benito County area. Since the evaluation criteria in the proposal does not state that proximity to San Benito County will be part of a proposal's grade, but the customer references form indicates that we should have similar experience in the San Benito County area, can you please clarify if/how this will impact our proposal's evaluation?</p>	<p>Understanding the specialized nature of the requested assistance of this RFP, LTA will accept references for similar projects elsewhere in California.</p> <p>As per Section 2.12. Proposal Evaluation Criteria of the RFP, an award will be made that offers LTA the greatest value based on an analysis involving a number of criteria. An Evaluation Committee consisting of LTA staff will review each Proposal for completeness and content. Each Proposal will be evaluated based upon the relevant experience of the Respondent. The Evaluation Committee will review and rank the Proposals and may conduct interviews, if necessary. The rankings will be based upon the evaluation criteria that may include, but is not necessarily limited to the following:</p> <ul style="list-style-type: none"> • Organization: Does the Respondent offer the breadth and quality of services required for the anticipated project? Does the Respondent's organizational structure show sufficient depth for its present workload? • Staff: Do the qualifications of key personnel to be assigned to the anticipated projects coincide with project requirements? Do assigned personnel have requisite education, experience, and professional qualifications? • Experience: Has the Respondent demonstrated the ability to successfully provide services for projects of a similar complexity and nature as described herein? • Technical Approach: How does the Respondent intend to achieve the budget and project delivery goals for the anticipated project? How will the Respondent perform the Scope of Work

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		<p>specified in Section 3 of this RFP? Will the firm be able to perform the Scope of Work within a timely manner?</p> <ul style="list-style-type: none"> • Reputation: Are the Respondent's references from past clients and associates favorable? Does the Respondent show financial and operational stability? • Cost: Is the proposed budget cost effective?
30	Is one RFP for transit services operations required or two?	LTA intends to prepare two separate RFPs for the County Express and Specialized Transportation, with the option for RFP respondents to submit a combined proposal.
31	Could some of the seven meetings outlined in RFP #2017-01 be acceptable by phone instead of in-person?	Yes, meeting participation by phone will be permitted, although LTA will be requiring in-person attendance at at least two meetings to be identified at the kickoff meeting.
32	There are different levels insurance coverage on pages 10 and 21 of the RFP. What are the insurance requirements?	<p>RFP Section 2.18 Insurance Part 1 b) has been modified as follows:</p> <p>b) The Contractor's vehicles used in the performance of this contract, including owned, non owned (e.g. owned by the Contractor's employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance in the minimum amount of \$500,000 \$1,000,000 combined single limit per accident for bodily injury and property damage.</p>
33	Are FTA funds used for operations?	LTA is an eligible recipient of the California Transportation Development Act funds, State Transit Assistance and Local Transportation Funds. LTA is an eligible recipient of Federal Transit Administration Section 5311 and 5310 funds as a rural transit operator. LTA collects fares from public transit and specialized

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		transportation riders. More information can be found in the financial assumptions of the 2016 Short Range Transit Plan/Long Range Transit Plan regarding LTA revenues.
34	RFP Section 2.18, 1(c) Insurance Required. Considering my firm is a single-person, pass-through Liability Limited Company (LLC) with the required Automobile and Professional Liability coverages as required in the RFP, will the LTA consider waiving the additional requirement of separate General Liability coverage?	Respondents will be required to maintain insurance coverages as set forth in Exhibit F – Standard Contract, Paragraph 5 to be negotiated at the time of award. With coverage amounts provided in RFP Section 2.18 Insurance Part 1, respondents have the option to maintain: Comprehensive General Liability Insurance, Professional Liability Insurance, or both.
35	RFP Exhibit Attachment C, C-3(d) Workers Compensation Insurance Required. Considering my firm is a single-person, pass-through Liability Limited Company (LLC) with the required Automobile and Professional Liability coverages as required in the RFP, will the LTA consider waiving the additional worker's compensation coverage?	Workers Compensation Insurance will only be required as directed by California State law.
36	RFP Exhibit Attachment C, DBE (c) Please clarify the level of effort required for a "good faith effort" on a small professional contract such as this.	LTA receives guidance regarding "good faith effort" from the Federal Transit Administration and Caltrans, which would only be applicable under subcontracting arrangements.

