

LAKE TRANSIT AUTHORITY

REQUEST FOR PROPOSALS MANAGEMENT, OPERATION, AND MAINTENANCE SERVICES

ADDENDUM NO. 1

A. TENTATIVE SCHEDULE

Section II-B, Tentative Schedule , page 6, is modified as follows:

<u>Date:</u>	<u>Event:</u>
December 29, 2016	LTA issues RFP.
January 16, 2017	Deadline for submitting written questions to LTA (except for questions submitted at the Pre-Proposal Conference). Deadline for submitting protests to LTA prior to proposal opening.
January 17, 2017	Pre-proposal Conference.
January 30, 2017	Deadline for submitting protest appeals to Caltrans prior to proposal opening.
February 2, 2017	Proposals due. Non public opening is held.
February 6-10, 2017	Panel evaluates proposals, determining which are responsive and fall within a competitive range.
February 17, 2017	Panel interviews key personnel of offerors whose proposals are within a competitive range.
February 24, 2017	Deadline for submitting Best and Final Offers.
March 8, 2017	Selection of contractor and award of contract by LTA.
March 15, 2017	Deadline for submitting post-award protest to LTA.
March 30, 2017	Deadline for submitting appeals to Caltrans after opening and announcement of award.
May 1, 2017	Contractor starts service.

These tentative dates, including the service startup date, are subject to change at the sole discretion of LTA.

B. REVISION TO PROTEST PROCEDURES

Section II-F on page 8 of the RFP is replaced in its entirety with the following protest procedure.

Protests Prior to Proposal Opening.

Protests regarding any aspect of the RFP materials and LTA selection procedures must be submitted in writing (via mail, express mail, or e-mail) to the LTA Transit Manager, 1445 S. Silvertale St., Visalia, CA 93277 or email: laketransit@comcast.net, by 1:30 pm, PST, January 16, 2017. The LTA Transit Manager

will respond to these protests by January 20, 2017 by e-mail. This action completes the pre-opening administrative protest remedy at the LTA level.

Protests After Proposal Opening/Announcement of Award.

Protests regarding LTA proposed selection of CONTRACTOR after proposal opening and/or award announcement must be submitted in writing (via mail, express mail, or email) to the LTA Transit Manager, 1445 S. Silvervale St., Visalia, CA 93277 or email: laketransit@comcast.net, by 3:30 pm, PST, March 15, 2017. The LTA Transit Manager will respond to these protests by 11:59pm, PST, on March 21, 2017 by email. This action completes the proposal opening/award announcement administrative protest remedy at the LTA level.

Under certain limited circumstances, and after the protester has exhausted all administrative protest remedies made available to him at the LTA level, an interested party may appeal to the California Department of Transportation (Caltrans) the award of a contract pursuant to an FTA grant. The deadline for submitting appeals to Caltrans prior to proposal opening is 5:00pm, PST, January 30, 2017. The deadline for submitting appeals to Caltrans after opening/announcement of award is 5:00pm, PST, March 31, 2017.

Caltrans review of any protest will be limited to:

- (1) Violations of Federal law or regulations. Violations of State or local law shall be under the jurisdiction of State or local authorities.
- (2) Violation of LTA's protest procedures or LTA's failure to review a complaint or protest.

The appeal filed with Caltrans shall:

- (1) Include the name and address of the protester.
- (2) Identify LTA as the party responsible for the RFP process.
- (3) Contain a statement of the grounds for protest and any supporting documentation. (The grounds for protest filed with Caltrans must be fully supported to the extent feasible. Additional materials in support of an initial protest will only be considered if authorized by the FTA regulations.)
- (4) Include a copy of the protest filed with LTA, and a copy of LTA's decision, if any.
- (5) Indicate the ruling or relief desired from Caltrans.

Such protests should be sent to:

California Department of Transportation
Division of Rail & Mass Transportation
PO BOX 942874 – M.S. 39
Sacramento, CA 94274-0001

A copy of such protests should also be sent to:

Mark Wall
LTA Transit Manager
1445 S. Silverdale St.
Visalia, CA 93277
Email: laketransit@comcast.net

C. REQUIRED QUALIFICATIONS OF CONTRACTOR

Section III-B, Item 6 of the RFP incorrectly references the California Labor Code Declaration. This declaration is Appendix C of the RFP.

Section III-B, Item 6, states that Appendix C describes the existing personnel, wages, and benefits by position as of January 1, 2017.... The correct reference is Appendix D.

Section III-C, last sentence, is deleted and replaced with "Appendix F provides energy use information and planned energy use reduction investments."

Section III-F, the time schedule for transition to the new CONTRACTOR is revised to April 1, 2017.

D. EVALUATION CRITERIA

Section IV, EVALUATION AND SELECTION CRITERIA (Steps 2 & 3) is modified to add weight value for each, and to include the 10% preference for employee retention in accordance with California Labor Code Section 1072. The revised criteria and weighting are as follows:

1. Price (35%):

Annual and total contract price (including an assessment of the reasonableness of proposed contract rates, options offered, if any, and the proposed budget allocation of contract resources).

2. Experience and References (25%)

Experience and references of the OFFEROR, the on-site manager and the maintenance supervisor/mechanic; firm's ability to respond to turnover in managers and key personnel. Overall performance on similar projects; contract retention and longevity; initiative and flexibility; safety record (CHP or equivalent safety inspection record and preventable collision accident rates); employee relations record and turnover; financial stability and capabilities; insurance coverage; record on miles between mechanical road calls; consistency of actual versus scheduled preventive maintenance inspections.

3. Personnel, Organization & Management (15%):

Proposed personnel (staffing level in terms of positions and hours, wage and benefit rates, qualifications and experience, approach to retention of existing service personnel, assessment of any labor contractual commitments the OFFEROR may have during and beyond the contract period); proposed training, safety and safety awards program; proposed handling of absentee situations; organizational depth (capability of handling turnover, the level of professional services in the proposal).

4. Maintenance Program and Equipment (15%):

Quality of the proposed preventive maintenance inspection (PMI) and repair program, records management, and reporting systems. Proposed quality assurance methods, procedures and practices. Suitability of tools, equipment, inventory, and supplies.

5. Technical (10%):

Proposed dispatch system, including methods, data retention, equipment and staffing. Proposed management information system including innovative technologies. Understanding and commitment to EEO, DBE, ADA, and Title VI requirements. Demonstrated understanding of the requirements of this RFP, the DRAFT AGREEMENT and attachments. Overall proposal approach and completeness.

E. PRICE PROPOSAL

Section V, PROPOSAL FORM is modified slightly to separate profit from cost in the Budget Breakdown, and to increase bus stops with shelter or bench from 31 to 46. The form is now provided as an Excel workbook with a total of four worksheets. This workbook replaces pages 21-25 of the RFP.

F. SAMPLE AGREEMENT - MAXIMUM OBLIGATION

Sample Agreement, Article 10, Maximum Obligation on page 74 is corrected to read, "...sufficient to compensate CONTRACTOR for services performed for **three** years...."

G. SAMPLE AGREEMENT - OPTION TERM PRICE

Sample Agreement, Article 12.3, Option Term, PRICE. Delete "Consumer Price Index (CPI-U) for the State of California" and replace with "U.S. Average Consumer Price Index (CPI-U).

H. INCORPORATION OF FTA TERMS, Circular 4200.1XXX

Sample Agreement, Article 14.10, Incorporation of Federal Transit Administration (FTA) Terms, is modified to delete "4200.1E" and replace with "...4200.1F, as amended from time to time...."

V. PROPOSAL FORM

This PROPOSAL FORM is to be used to submit the OFFEROR’s firm fixed price proposal for all work described in the DRAFT AGREEMENT and EXHIBIT “A” - SCOPE OF WORK.

The OFFEROR’S price proposal must consist of a fixed hourly rate, fixed monthly rate, and fixed rate per bus stop cleaned, all in accordance with Section 9.1 - Price Formula, and 9.4 - Bus Stop Shelter and Bench Cleaning and Maintenance Rate of the DRAFT AGREEMENT. Such rates shall be proposed for each of the three (3) years contemplated in this RFP, and shall be based on the levels of service, in terms of vehicle service hours and bus stops as stated below. The detailed budget breakdown on pages 21 through 25 of the RFP should be consistent with the rates proposed.

A. Price Proposal

<u>Service Level</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Vehicle Revenue Service Hours	40,000±15%	40,000±15%	40,000±15%
Bus Stops with Shelter or Bench	46±15%	46±15%	46±15%
 <u>Price Formula</u>			
Fixed Hourly Rate	_____	_____	_____
Fixed Monthly Rate	_____	_____	_____
Fixed Rate Per Bus Stop Cleaned	_____	_____	_____
 <u>Calculation of Maximum Annual Price*</u>			
Fixed Hourly Rate X Vehicle Revenue Service Hours	_____ 0	_____ 0	_____ 0
Fixed Monthly Rate X 12 Months	_____ 0	_____ 0	_____ 0
Fixed Rate Per Bus Stop Cleaned X Quantity of Shelters and Benches	_____ 0	_____ 0	_____ 0
TOTAL MAXIMUM ANNUAL PRICE*	===== 0	===== 0	===== 0

* Based on the Service Level set out above at OFFEROR’S Proposed Fixed Hourly Rate and Fixed Monthly Rate, and based on forty-six (46) bus stops with shelters or benches at OFFEROR’S proposed Rate Per Bus Stop Cleaned, said rates consistent with Draft Agreement and the detailed budget breakdown on the following pages.

B. Budget Breakdown

1. FIXED HOURLY RATE

<u>Fixed Hourly Rate Cost Elements</u>	<u>Cost Per Hour Year 1</u>	<u>Cost Per Hour Year 1</u>	<u>Cost Per Hour Year 1</u>
Driver Wages	_____	_____	_____
Driver Fringe Benefits	_____	_____	_____
Other Variable Costs (please list):			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SUB-TOTAL	\$ -	\$ -	\$ -
Management Fee/Profit	_____	_____	_____
TOTAL PRICE*	\$ -	\$ -	\$ -

* Total should equal the proposed Fixed Hourly Rate.

B. Budget Breakdown

1. FIXED MONTHLY RATE

<u>Fixed Monthly Rate Cost Elements</u>	<u>Price Per Month Year 1</u>	<u>Price Per Month Year 1</u>	<u>Price Per Month Year 1</u>
Project Manager Salary	_____	_____	_____
Project Manager Fringes	_____	_____	_____
Dispatch/Information Staff Wages			
Dispatch/Information Staff Fringes	_____	_____	_____
Clerical Staff Wages	_____	_____	_____
Clerical Staff Fringes	_____	_____	_____
Maintenance Supervisor/Lead Salary	_____	_____	_____
Maintenance Supervisor/Lead Fringes	_____	_____	_____
Mechanic Wages	_____	_____	_____
Mechanic Fringes	_____	_____	_____
Other Maintenance Wages	_____	_____	_____
Other Wages	_____	_____	_____
Other Fringes	_____	_____	_____
Hiring/Training Expense	_____	_____	_____
Safety Expense	_____	_____	_____
Janitorial	_____	_____	_____
Telephone	_____	_____	_____
Utilities	_____	_____	_____

<u>Fixed Monthly Rate Cost Elements</u>	<u>Price Per Month Year 1</u>	<u>Price Per Month Year 1</u>	<u>Price Per Month Year 1</u>
Office Supplies	_____	_____	_____
Preventive Maintenance Parts/Supplies	_____	_____	_____
Vehicle Repair Parts and Supplies	_____	_____	_____
Tires	_____	_____	_____
Outside Repairs	_____	_____	_____
Radio System Maintenance	_____	_____	_____
Insurance - Liability Coverage	_____	_____	_____
Insurance - Collision & Comprehensive	_____	_____	_____
Insurance - Worker's Compensation	_____	_____	_____
Insurance - Fire and Casualty (Facility)	_____	_____	_____
Performance Bond	_____	_____	_____
Accounting	_____	_____	_____
Non-Revenue Vehicle Expense	_____	_____	_____
Other Expense (Describe)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SUB-TOTAL	\$ -	\$ -	\$ -
Management Fee/Profit	_____	_____	_____
TOTAL PRICE**	\$ -	\$ -	\$ -

* Total should equal the proposed Fixed Monthly Rate.

