

ADDENDUM No. 1

Request for Qualifications and Proposals

Design Services for the Lake County Interregional Transit Center

Pursuant to the Request for Proposals for *Management, Operations, and Maintenance Services for Lake Transit Authority Fixed Route and Paratransit Services*, the deadline to submit written questions was **March 18, 2025**. This Addendum addresses questions received through that date. LTA is working to answer the questions highlighted in yellow and anticipates having the answers to them posted by COB on 3/28/25.

- 1. We respectfully request that LTA allow for digital submission (e.g. by email, portal upload, or similar).**

LTA will allow for digital submission via email to ldaveybates@dbcteam.net but must also be submitted on a USB.

- 2. Can LTA please allow the use of verified e-signatures for this submission?**

LTA will allow the use of verified e-signatures for this submission.

- 3. Would LTA be open to accepting a letter of credit, good guy letter, or surety bondability letter as an alternate bid guarantee?**

LTA is willing to accept a standby letter of credit issued by a reputable bank as an alternate bid guarantee, but will not accept a good guy letter or surety bondability letter.

- 4. As LTA stipulates offerors should not budget for Transit Center maintenance and janitorial services due to the new planned facility, who will complete maintenance and janitorial services for the current transit facility?**

Maintenance and janitorial services for the current transit facility are covered by the operations and maintenance contractor.

- 5. Please provide a vehicle inventory, including make, model, year, mileage, and capacity (ambulatory, wheelchair).**

Please see page D-1 in Exhibit D – LTA Vehicles and Equipment, which is a part of Appendix H – Draft Agreement.

- 6. Can LTA confirm that offerors should not budget for fuel expenses and fuel will be treated as pass-through for the duration of the contract?**

Fuel expenses will be treated as a pass-through for the duration of the contract.

- 7. Can LTA confirm the rate of deadhead by service?**

The revenue hour rate of deadhead for fixed-route service between March 2024 and February 2025 was 11.7%.

- 8. What is LTA's fleet replacement plan? Please provide a list of any planned vehicle replacements that will occur during the term of the contract (including which vehicles will be replaced, when it is planned, and any changes to vehicle type or fuel).**

The tentative replacement plan can be found in the attached LTA ICT Rollout Plan. All vehicle replacements are dependent on receiving the necessary state and federal funds and vehicle availability.

- 9. Can LTA please furnish a history of liquidated damages imposed on the current operator?**

No liquidated damages have been imposed on the current operator.

- 10. What is the Agency's annual budget for this scope of services?**

The Agency's annual budget for this scope of services is based on the mutually agreed upon contract amount established during negotiations for the contract period.

- 11. Please furnish a representative sample of monthly invoices from the current operator.**

See the attached invoices for the last 12 months.

- 12. Will LTA please provide a roster of current employees, position, and seniority; as well as an organizational chart?**

See the attached employee roster and organizational chart.

- 13. Will LTA please provide safety data for the past 3 years? For example total number of accidents per thousand miles driven per service; total number of preventable accidents per service; and total number of road calls per service?**

- 14. Will LTA please provide a summary of insurance claims from the last 3 years? For example, the number of claims in each group: workers comp, commercial general, auto, employer liability.**

- 15. Can LTA please furnish the below data in order to better inform our understanding of the network?**

- a. Fixed-route ridership by month for 12 month**

See the table below in question 15b.

b. Fixed-route ridership by route (annual total)

March 2024 through February 2025									
Fixed-route Ridership									
	Route 1	Route 2	Route 3	Route 4	Route 4A	Route 7	Route 8	Route 10	Route 11
Mar-24	4,697	256	638	1,774	241	885	2,873	4,233	3,010
Apr-24	5,220	298	756	1,658	226	1,044	2,897	4,834	3,389
May-24	5,235	327	851	2,027	285	1,031	3,180	5,139	3,696
Jun-24	4,617	203	764	1,438	246	760	3,213	4,211	3,238
Jul-24	5,169	195	860	1,608	263	822	3,429	4,441	3,770
Aug-24	5,529	290	892	1,702	265	852	3,174	5,773	3,582
Sep-24	5,070	193	834	1,807	164	879	2,745	5,156	2,814
Oct-24	5,413	183	914	1,946	205	834	2,861	5,318	3,626
Nov-24	4,493	127	655	1,253	119	681	2,021	4,263	3,021
Dec-24	4,938	132	754	1,516	175	832	2,337	4,877	3,132
Jan-25	5,233	123	771	1,718	185	725	2,632	5,121	3,597
Feb-25	4,728	138	680	1,281	183	736	2,278	4,458	3,521
Total	60,342	2,465	9,369	19,728	2,557	10,081	33,640	57,824	40,396

c. Fixed route vehicle hours by route (annual total)

March 2024 through February 2025									
Vehicle Revenue Hours									
	Route 1	Route 2	Route 3	Route 4	Route 4A	Route 7	Route 8	Route 10	Route 11
Total	7,682.66	1,079.63	2,882.13	3,445.23	1,174.25	2,834.65	5,151.96	3,765.14	3,682.97

d. Stop level ridership (annual total by stop)

Annual ridership at the stop level is not readily accessible at this time.

e. Document describing any changes to the fixed route network over the past 12 months for the period which the data was provided

In August 2024, LTA suspended half the afternoon service on Route 8 in Lakeport, bringing the level of service back to pre-pandemic levels.

Specifically, the 1:30PM, 3:30PM, and 5:30PM Northbound and 2:30PM, 4:30PM, and 6:30PM Southbound runs were suspended.

On November 28, 2024, the following changes were made:

Lake Transit Proposed Service Modifications and Reductions Effective November 18, 2024		
Route	Current Schedule	New Schedule
Route 1 - Westbound Clearlake to Lakeport	10:00 AM - 11:16AM	Discontinued
	11:00 AM - 12:16PM Monday - Friday	11:00 AM - 12:16PM Monday - Saturday
Route 1 - Eastbound Lakeport to Clearlake	11:30 AM - 12:50 PM	Discontinued
	12:30 PM - 1:50 PM Monday - Friday	12:30 PM - 1:50 PM Monday - Saturday
	8:20 PM - 9:30 PM	Discontinued
Route 2 - Northbound Middletown to Kit's Corner	6:35 AM - 7:13 AM Monday - Friday	Discontinued
Route 4 - Westbound Clearlake to Lakeport	4:00 PM - 4:49 PM Monday - Friday	Discontinued
Route 4 - Eastbound Lakeport to Clearlake	7:45 PM - 8:34 PM Monday - Friday	Discontinued
Route 7 - Westbound Lakeport to Ukiah	5:00 PM - 6:14 PM Monday - Friday	Discontinued
Route 7 - Eastbound Ukiah to Lakeport	6:30 PM - 7:44 PM Monday - Friday	Discontinued
Route 10 - Clearlake Clearlake Park North Loop	5:10 AM - 5:48 AM Monday - Friday	Discontinued
Route 11 - Clearlake The Avenues Loops	5:30 AM - 5:47 AM Monday - Friday	Discontinued
Route 12- Clearlake Lower Lake South Loop	Entire Route Monday - Friday	Discontinued

In January 2025, LTA made some minor changes to Route 10 to improve the rider experience and on-time performance. Those changes can be found at <https://laketransit.org/new-route-10-changes-for-2025/>.

f. GTFS file for current fixed-route network including community shuttle routes

GTFS data for LTA's fixed-route network can be found at <https://data.trilliumtransit.com/gtfs/laketransit-ca-us/laketransit-ca-us.zip>.

g. Shapefile for current dial-a-ride zones' service area boundaries

The .shp file for the current dial-a-ride zones can be found on the website with the rest of the attachments related to these questions.

h. Dial-a-ride sample two weeks of data (origin, destination, number of passengers, departure time and date)

See that attached Dial-a-Ride reports.

i. Dial-a-ride productivity (passengers per vehicle hour)

Dial-a-ride productivity for FY 24/25 (July 2024 – February 2025) is 0.96 passengers per revenue vehicle hour.

j. Dial-a-ride on-time performance

Dial-a-ride ridership is currently at a level where on-time performance is not an issue.

16. Will LTA please confirm which bus routes permit deviations?

LTA permits deviations up to one mile off the regular route in areas not serviced by Dial-A-Ride, which would be Routes 1, 2, 3, 4, 4A, and 7.

17. Will LTA please provide data on the average number of deviations required, by route, over the past year?

	March 2024 - February 2025 Deviations								
	Route 1	Route 2	Route 3	Route 4	Route 4A	Route 7	Route 8	Route 10	Route 11
Monthly Avg.	0.17	3.42	1.92	0.08	4.00	1.83	0.00	0.00	0.00

18. Please provide the existing agreement and any amendments for the Lake Transit management and operation

See the attached agreement with amendments.

19. Related to the existing contractor employee and wages (Appendix D), please provide the current hire date /seniority date for each employee by classification

See the attached employee roster and organizational chart.

20. Please provide version of Route match software currently in use.

21. Is it the desire of LTA to replace the existing scheduling system with a contractor proposed system?

LTA is open to the possibility of replacing it but isn't seeking to replace the existing paratransit scheduling system.

22. Please provide last 3 months of existing contractor monthly management reports(MMR).

See the attached Board reports for the last 6 months and the monthly reports for the last twelve months.

23. Automobile Insurance – Draft Agreement, Section 8.1.4 requires a deductible of not more than \$5k. To meet this requirement, we would need to procure a stand-alone auto policy. Would LTA consider allowing the contractor to state the deductible/SIR subject to approval by LTA?

Since the contractor is responsible for the deductible, the contractor may state the deductible//SIR subject to approval by LTA.

- 24. Fire and Casualty Property Damage Insurance – Section 8.1.6 requires coverage of \$7M per occurrence inclusive of fire, earthquake, flood, and equipment coverage. Is this a contractor requirement or should it not fall under LTA? If a contractor requirement, wouldn't it be classified as General Liability that would be used to cover damage to your property?**

Fire, earthquake, flood, and equipment coverage are a contractor requirement and can be packaged with the General Liability coverage.

- 25. Please provide last year's expenses related to electricity and propane that was incurred by existing contractor (Appendix E), which seems to be missing from the RFP**

Electricity (PG&E): \$30,389.14 Propane: \$11,955.63

- 26. Please provide last 2 years of annual NTD reports**

NTD data for 2022 and 2023 can be found at <https://www.transit.dot.gov/ntd/transit-agency-profiles/lake-transit-authority>. Data for 2024 hasn't been finalized by the FTA.

- 27. Volume of monthly calls- please provide last 2 months of call performance reports if not included in MMR.**

- 28. Is it possible to provide current phone system utilized by Contractor**

LTA does not have the information of the current phone system utilized by the contractor since it is procured by them.

- 29. Please provide last 3 months of vehicle oil analysis reports, as well as last 12 months transmission and differential oil analysis reports.**

See the attached oil and transmission analysis reports.

- 30. Please confirm that although the DBE goal is 0% for this contract, all proposers must still submit a good faith effort.**

Since the DBE goal for this contract is 0%, the submittal of good faith efforts is not required. However, LTA encourages the use of DBE subcontractors where feasible.

- 31. Please confirm if electronic signatures are acceptable.**

Electronic signatures for the proposal are acceptable.

- 32. Please confirm if the price proposal should be separate from the technical proposal or if the price proposal should be included as part of Section B.14.**

The price proposal should be separate from the technical proposal.

- 33. Given that the cover page and proposal divider pages do not contain any technical material, we respectfully request that LTA remove these pages from the page count.**

The cover page and any divider pages will not be included in the page count.

34. Please confirm if resumes are included in the page count.

Resumes are included in the page count.

35. Please confirm that financial statements are excluded from the page count.

Financial statements will be considered attachments to the proposal and therefore are excluded from the page count.

36. Please confirm that items such as the required loss run report for the past five years are not included in the page count. Such a report can be dozens of pages long which would severely take away from the proposer's ability to successfully demonstrate their ability and approach to this project.

Loss run reports, like financial statements, will be considered attachments to the proposal and will be excluded from the page count.

37. Are items placed in a confidential tab considered part of the page count?

It depends on what is marked as confidential. If it is part of the technical proposal that details how the proposer will fulfill the scope of work, such as the budget, then it would count towards the page count. If it is something that is an attachment to the technical proposal, such as loss run reports, then it would be excluded from the page count.

38. Please explain the fare collection process starting with the driver point of collection all the way through the end process.

Fares are deposited into the farebox when the passenger boards the bus. When the bus returns to the yard, the vault is taken to the vault room. From there, the fares are collected and counted by contractor staff. Once fares are counted, they are handled in whatever manner the contractor has determined is best for them.

39. Who is responsible for counting the daily fares collected?

The contractor is responsible for counting the daily fares collected.

40. Who is responsible for collecting the money from the vault?

The contractor is responsible for collecting the money from the vault.

41. Are there currently any vacant positions?

There are currently no vacant positions.

42. Does the bus wash area have an oil/water separator?

Yes, there is an oil/water separator.

43. Please provide a listing of current DBE and other sub-contractors used on this project?

There aren't any subcontractors listed on this current contract.

44. Please provide 12 months worth of electric and propane bills for the facility?

See the attached electric and propane bills.

45. Please provide the most current 12 months of contractor invoices.

See the attached invoices for the last 12 months.

46. Please provide the past 12 months of Revenue and Deadhead Hours by service?

	March 2024 - February 2025
Revenue Hours	31,698.62
Deadhead Hours	4184.9

47. Please provide the past 12 months of Revenue and Deadhead Miles by service?

	March 2024 - February 2025
Revenue Miles	719514
Deadhead Miles	50104

48. How many non revenue vehicles are currently being used for road supervision and driver relief?

49. Please confirm that the contractor is required to provide any necessary non-revenue vehicles required for operations and maintenance.

Yes

50. How many trucks are currently in service to maintain the bus stops?

1

51. Please confirm the current number of drivers being utilized for this service as there may be discrepancies in the RFP.

See the attached employee roster.

52. Will Lake Transit provide training vehicles and a training space?

LTA has vehicles and a conference room available for training.

53. With regards to section “11. The OFFEROR must propose an adequate management information system (MIS) to implement and maintain the data collection, accounting and reporting requirements of the DRAFT AGREEMENT. The proposed MIS must include a description of computer resources to be used, if any, including up-to-date software, computer equipment and personnel skilled to use such equipment.” Please clarify if the data is needed for the contractor’s entire network or just for accounting and management software. Please also confirm if LTA is requesting formal documentation of our updates and maintenance procedures.

The data is needed just for the contractor’s accounting and management software. LTA is not requesting formal documentation of the proposer’s software updates but should provide a description of maintenance procedures.

54. Page 14 – DBE Program, Page 55 DBE Participation Goal

Please confirm this project has no specific Disadvantaged Business Enterprise (DBE) Goal, and a Good Faith Effort (GFE) is sufficient.

The DBE goal for this contract is 0%, therefore submittal of good faith efforts is not required. However, LTA encourages the use of DBE subcontractors where feasible.

55. G. Required Proposal Submittal Information, Page 10

Will the LTA accept electronic signatures?

Yes, LTA will accept electronic signatures on the proposal.

56. G. Required Proposal Submittal Information, Page 10

May tables and graphics in proposals have a font size smaller than 11 points?

Tables and graphics in proposals may have a font size no smaller than 8 points.

57. O. Performance Bond, Page 14

Will the LTA accept the surety's annual renewable performance bond form?

Yes.

58. B. Experience, Personnel and Financial Status, 1., Page 16

Given a client list of over 100 agencies, may the contact details of proposers' references be limited to five current clients for this requirement?

Contact details of proposers' references shall be limited to 10 current clients, with priority given to public transit system clients in California.

59. Will LTA please provide the past 12 months of history, including operational performance metrics to be tracked in new terms, liquidated damages, invoices, and DBE goal attainment?

To calculate performance metrics, see the attached monthly reports and invoices for the last 12 months. No liquidated damages have been assessed, and no DBE goals were set in the current contract.

60. E. Vehicles, p7 of 144, Would you please share anticipated funding and timing and planned purpose for funding?

The purpose of the funding is to provide training for staff on maintenance and fueling of zero-emission buses. The exact amount of funds for this purpose haven't been determined yet but are part of a larger pot of funds set aside for workforce development. These funds are currently available but won't be needed until LTA

procures zero emission buses. The timing on this isn't known at this time because hydrogen fuel-cell cutaway buses aren't available for purchase.

61. G. Operations, p8 of 144, would you please share your zero emissions plan, including planned infrastructure design, timing for installation, details on buying or making hydrogen, and planned bus purchase (make / model)?

The current zero emissions plan is to convert the hydrogen fuel-cell buses. It is anticipated that the fueling infrastructure for these buses will be located at the current operations and maintenance facility. Timing and details on both the fueling infrastructure and buses isn't clear at this time. LTA's fleet is comprised solely of various sizes of cutaway buses and intends to stay that way; however, there aren't any fuel-cell cutaways on that market. As a result, LTA is delaying the conversion in hopes that manufacturers develop the buses LTA desires. LTA also anticipates that a portion of the fleet will be electric vehicles. Three charging stations will be located at the new transit hub. Additional charging stations may be installed at the maintenance facility if feasible.

62. H. new transit center, p.8 of 144, please provide a list of bidder personnel expected to work at the new Interregional Transit Center.

LTA anticipates that the bidder would relocate some public facing personnel to the new transit center to provide information and sell passes to customers. The exact personnel will be up to the bidder.

63. IV. Evaluation Criteria, p23 of 144, would you please provide the numerical scoring values planned to be used by evaluators?

	Weight
1. Price	35%
2. Personnel, Organization, and Management	40%
3. Maintenance Program and Equipment	15%
4. Technical	10%

64. Draft Agreement, 14.8, p.94 of 144, please define the appropriate endorsements for persons operating LTA vehicles.

The appropriate endorsements are those required by the California Motor Vehicle Code.

65. Draft Agreement, 9.5, p.84 of 144, will LTA consider paying invoices within 30 days to reduce working capital cost for bidders?

LTA will consider paying invoices within 30 days of receipt.

- 66. Draft Agreement, 12.3, p.894 of 144, will LTA consider amending the price forms to allow bidders to provide pricing for the option years and strike CPI methodology from the draft agreement? Asking as the recent inflationary period was not reflected in a timely manner using the prior two years' approach.**

No, LTA will not consider amending the price form to allow for fixed pricing for the option years. LTA understands that the recent inflationary period was not reflected in a timely manner under this approach; however, this methodology also reduces the risks to the contractor should the CPI be lower than the increase in the proposed option year price. Section 13.2 Force Majeure is a potential method to deal with unforeseen increases in costs.

- 67. Did LTA complete an Independent Cost Estimate for the scope of services in this RFP? If yes, would you please share if the estimate of cost increase (s) exceeded the cost increase that would have been derived from using the CPI approach outlined in 12.3 of the draft agreement? (asking as our recently completed wage analysis is materially higher than current wages outlined in RFP; in many cases, the wage increase is greater than 20%)**

LTA completed an Independent Cost Estimate (ICE) for the scope of services in this RFP and used a slightly higher factor than the average CPI-U for the last 10 years. That being said, the ICE was developed using fixed revenue hour and monthly rates, of which employee wages are only a part of.

- 68. Appendix D: Please add the date of hire or seniority date and redistribute the table. Asking so no individual becomes disadvantaged due to this procurement and that bidders' approach for wages and benefits meets Labor Code 1070-1074 requirements.**

See the attached employee roster.

- 69. Please provide incumbent medical plans (medical, dental, vision) costs for the employer and cost for the employee, as well as the number of individuals subscribing to plans offered.**

LTA does not have this information since the incumbent medical plan is provided by the current contractor.

- 70. May bidders use the LTA logo in their technical proposals?**

Yes, bidders may use the LTA logo in their technical proposals.

71. Will LTA afford bidders one additional week to submit technical and cost proposals?

No, LTA will not afford bidders one additional week to submit technical and cost proposals.

72. Does 5333(b) of Title 49, regarding Transit Labor Protection (formerly Section 13(c) apply to this contract? If so, please provide a copy of the letter of certification from the U.S. DOL to FTA applicable to the FTA Recipient's project for which Federal assistance is provided to support work on the underlying contract.

Additionally, please confirm that there are no outstanding employer liabilities that would carry over from the current contract to the new Contractor that need to be accounted for. For example, in some cases, there are underfunded pension programs that cause financial concerns.

Section 5333(b) of Title 49 does apply to this contract because LTA is a subrecipient of FTA funds (see page A-11 of Appendix H – Draft Agreement). Since LTA is a subrecipient of these funds under Caltrans, LTA does not have a copy of the letter referenced in the question. Any outstanding employer liabilities would be the responsibility of the current contractor and would not carry over to the new contractor.

73. Statement of Work 3.16: is there a fuel tank (s) onsite for bidders to use for fuel?

There is no fuel tank onsite for bidders to use for fuel.

74. Statement of Work, 3.18 Bus Stop Cleaning and Maintenance, please provide additional details on the frequency of tasks associated with this requirement and the quantity of these items in the service area the contractor would be responsible for. Please clarify how often is the trash emptied, and shelters and benches pressure washed?

They're typically cleaned bi-weekly but may be cleaned more often if necessary. The variable rate allows for flexibility. If a stop routinely requires more cleaning and maintenance, the contractor asks LTA for approval.

75. Statement of Work, 3.18 Bus Stop Cleaning and Maintenance, please provide estimated costs of repairs the incumbent has made over the last two years.

LTA doesn't have this data readily available since the costs of repairs to the bus stops/shelters are built into the contractor's rates and not passed on to LTA.

76. Will LTA allow for follow-up questions after answers are published in the addendum?

No, LTA will not allow for follow-up questions after the answers are published in the addendum.

77. B. Experience, Personnel, and Financial Status, 12.

Providing loss run data would include confidential information, which we cannot provide. Would the County please accept including the safety record for our reference projects as an alternative to this requirement?

If a proposer feels that their loss run data would include confidential information, they can label it as "CONFIDENTIAL" as described on Section II-H (page 11) of the RFP.

78. Pg 2, B Goals for the Procurement

Has the County conducted a microtransit study? If so, please provide the study

LTA has not conducted a study specific to microtransit, but it was a part of the 2023 Update to the Lake County Transit Development Plan (TDP). The TDP can be found at <https://laketransit.org/who-we-are/plans-policies-and-procurement/>.

79. Exhibit B 1.5 Operations and Maintenance Facility

Will the Contractor be required to provide their own network connectivity?

Yes, the contractor will be required to provide their own network connectivity.

80. Exhibit B 1.7 Paratransit Software

Does the County anticipate a change from RouteMatch to another paratransit software during the contract term?

LTA is not actively looking to change from RouteMatch but is open to the possibility of using different software.

81. 3 CONTRACTOR DUTIES AND RESPONSIBILITIES – MAINTENANCE

Will the County require the Contractor to use its asset management platform, or can the Contractor use its own asset management system?

The contractor is responsible for providing their own asset management system.

82. Exhibit D, D5

What is the AVL solution deployed?

LTA currently uses Samsara Gateways for AVL purposes.

83. Section 8.1.2, Page 76

Will LTA revise this section to the following?

8.1.2 COMPREHENSIVE GENERAL LIABILITY INSURANCE with a combined single limit of not less than ten million dollars (\$10,000,000) per occurrence. Such insurance shall include products/completed operations liability, ~~owner's and contractor's protective~~, blanket contractual liability, broad form property damage coverage, ~~and explosion, collapse, and underground hazard coverage~~.

These coverages are for construction contractors and do not apply to transportation.

LTA is willing to remove “and explosion, collapse, and underground coverage” but not “owner’s and contractor’s protective.”

84. Section 8.1.3, Page 77

Will LTA revise this section to the following?

8.1.3 COMMERCIAL AUTOMOBILE LIABILITY INSURANCE with a combined single limit of not less than \$10,000,000 (TEN MILLION DOLLARS) per occurrence. Such insurance shall (1) include coverage for owned, hired, and non-owned automobiles; ~~(2) include Uninsured Motorist and Personal Injury Protection with coverage limits as required by law; (3) include Medical Payments with coverage limits of at least \$5,000 per occurrence,~~

The Contractor does not carry this coverage in California.

LTA will not make these suggested revisions.

85. Section 8.1.4, Page 77

Will LTA revise this section to the following?

8.1.4 AUTOMOBILE COLLISION AND COMPREHENSIVE INSURANCE COVERAGE for the actual cash value of LTA vehicles. Such insurance shall ~~(1) contain deductibles of not more than five thousand dollars (\$5,000) and~~ (2) shall name LTA as loss payee.

It is customary for large companies to maintain qualified self-insurance and large deductible insurance programs that are reviewed annually and secured by the insurance carrier.

LTA will consider proposals with a higher deductible amount and will evaluate them to determine whether or not the proposal provides equal coverage for LTA.

86. Section F, Page 78

Will the LTA revise this section to the following?

F. CONTRACTOR ~~shall include all subcontractors as insureds under its policies or~~ shall furnish separate certificates or endorsements for each subcontractor. ~~All coverage for subcontractors shall be subject to all of the requirements stated herein.~~

The Contractor shall require all subcontractors performing work under this contract to carry insurance to the types and with limits of liability appropriate and adequate for their scope of work. The Contractor will obtain and make available for inspection by the City the certificates of insurance evidencing insurance coverages carried by such subcontractors.

LTA will not make these suggested revisions.

87. Please provide copies of the current contracts in place for this service including any amendments.

See the attached agreement with amendments.

88. Please clarify how the prices will be evaluated; will it be evaluated based on the year 1 price, base term or full term?

Prices will be evaluated based on the base term.

89. Will the County accept alternate bids? If yes, please provide any requirements relative to how alternates shall be presented and scored.

LTA will not accept any alternate bids.

90. Will the County consider an opener to adjust pricing if hours +/- 10% of the hours/trips provided in the service projections.

The price proposal form already allows for service projections +/- 15% change in revenue hours.

91. Please provide a current organizational chart.

See the attached organizational chart.

92. Please provide a listing of current employees with pay rates and seniority. Please identify any current vacancies in staff or drivers.

See the attached employee roster.

93. Price Adjustment

Will LTA include a provision that provides for price adjustments if Contractor's costs increase or revenues decrease as a result of (i) changes to the scope of work / service hours requested by the Authority, (ii) changes in laws, rules, regulations, etc. applicable to the services to be provided by Contractor, and/or (iii) wage increases necessary for Contractor to be able to recruit and retain qualified employees as a result of an increase in the minimum wage in the City or surrounding jurisdictions; and (iv) costs incurred in response to a federal, state, or local state of emergency (including the COVID-19 pandemic or similar national emergency), including providing personal protective equipment, supplies, staffing, and additional services (including additional health and safety services or requirements)? If the parties are unable to agree on a rate adjustment, then either party may terminate the contract upon 120 days written notice to the other party.

The contractor needs price protection for changes requested by the Authority or matters that were not contemplated at the time of the Contractor's proposal.

Section 6.1 allows LTA and the contractor to modify the scope of work through a mutually agreed upon amendment. Furthermore, Section 6.2 of the Draft Agreement allows for changes to be made to the system without amending the contract so long as the changes don't change the number of annual vehicle revenue hours by more than fifteen percent (15%). Regarding wages, potential increases should be built into the yearly costs for the base term. The methodology for determining cost increases for the option term accounts for increases in the state minimum wage, which applies to Lake County since there isn't a wage ordinance in the County.

94. Vehicle Acceptance Standards

Will LTA include Contractor's vehicle acceptance standards as the applicable standard against which all vehicles will be inspected, and include Contractor's vehicle acceptance agreement as an exhibit to the Agreement?

Upon delivery of the vehicles to Contractor, the vehicles must be in the same condition as the condition that Contractor is required to maintain. Include that the Authority will be responsible for the cost of major repairs needed during the first 180 days after Contractor begins service under the Agreement.

LTA will be conducting a fleet turnover inspection prior to the start of the new contract. Any repairs identified during this time will be covered by the current contractor or LTA, depending on what they may be.

95. Facility Condition / Environmental

Will LTA include a provision to make it clear that Contractor is not responsible for any facility repairs or environmental issues or releases of hazardous materials existing on or prior to the Contractor's occupancy of the Authority's facilities, or caused by any party other than Contractor?

Contractor should not be responsible for existing issues or issues caused by other parties.

Upon commencement of the new contract, the contractor will not be responsible for any preexisting issues or issues caused by third parties.

96. Labor Matters

Please confirm that the parties acknowledge and agree that Contractor is not a party to and not bound by the terms of any of the Authority's 13(c) Agreement(s) or any existing CBA.

Contractor shall have the ability to determine which employees it will hire and will have the right to set the terms and conditions of employment for its employees.

Contractor must have the ability to negotiate the terms and conditions of employment and shall not be bound by the terms of any of the Authority's 13(c) Agreements or of any CBA between the employees and the prior contractor.

The Collective Bargaining Agreement (CBA) that is attached as Appendix E to the RFP was attached strictly for reference.

97. Draft Contract §12.2 – Month to Month Extensions; 12.3 – Option Term

This section states the County may extend the term on a month-to-month basis for up to three months; LTA has options to extend the contract for three (3) two-year periods

Will LTA revise to require mutual agreement for any renewal of the term of the agreement?

Renewal or extension of the agreement should require agreement of both parties.

Regarding Section 12.2, LTA understands that this is a risk to the contractor but will not revise this section as it provides for up to a 3-month safety net for the riders in the event that LTA and the contractor need additional time to (1) negotiate an option term or (2) transition into a new contract. The 3 month-to-month extensions should be considered when developing the rates for the base term.

Regarding Section 12.3, the terms of any option are already mutually agreed upon by execution of the base term agreement.

- 98. Section 8.1.4 of the RFP states that “Such insurance shall (1) contain deductibles of not more than five thousand dollars (\$5,000)”. Is it allowable to carry a \$10,000 deductible?**

Since the contractor is responsible for the deductible, LTA is open to increasing the deductible from \$5,000 to \$10,000 so long as the offeror provides equal coverage for LTA.

- 99. Section 8.1.4 of the RFP states “LTA agrees that liability for CONTRACTOR shall be limited to the appraised fair market value of the vehicle(s) at the time of the loss”. In regards to the “fair market value”, would it be allowable to use “actual cash value” instead?**

No, it will not be allowable to “actual cash value” in lieu of “fair market value.”

- 100. Which routes are being cut or reduced, and how?**

At this time, LTA anticipates one of the following: (1) making the existing Route 8 schedule permanent or (2) resuming all of the Route 8 runs and combining the ADA paratransit service with the fixed route service in Lakeport. Beyond that, LTA wants to work with the contractor to determine what additional changes could be made.

- 101. P. 5 item H. specifies that offerors should not budget or include expenses for facility maintenance or janitorial at the new transit center in 2027. We would like to confirm that there is still a requirement that the contractor will continue to pay for janitorial and maintenance at the existing facility.**

The contractor is still required to pay for janitorial and maintenance of the existing operations and maintenance facility.

- 102. This was touched upon briefly in the Pre-Bid Meeting, but how would you like the DBE information presented in the proposal? Are we just supposed to fill out the forms (ADM-0227F & ADM-0312) to the best of our abilities?**

Proposer is shall complete the ADM-0227f to the best of their abilities. ADM 0312f – Good Faith Efforts isn’t required since the DBE goal is 0%.

- 103. Can you please identify where Form 7 and Form 8 are located? They are listed as requirements on the checklist (items 23 and 24), however it is unclear where they are located in the RFP document or how you would like them to be presented.**

These forms have been attached to this addendum.

- 104. The RFP identifies the vehicle count as 28 (IS) and 2 (BU). If the vehicle count increases above this threshold, will the contractor be allowed to pass through the additional insurance and maintenance costs?**

Should the size of the fleet increase, or decrease for that matter, LTA and the contractor will determine at that time how to address the difference in insurance and maintenance costs.

- 105. Section 8.1.7 - In regards to this section, in reality what this will mean is that we will be required to carry \$20M in GL which will dramatically increase the cost proposal. We wanted to clarify that this is your understanding and intent for the new contract?**

- 106. The RFP indicates that the agency will eventually be building out hydrogen fuel cell infrastructure. However, the vehicle replacement schedule indicates four vehicles to be replaced with diesel listed as the fuel type. Can you please provide a rough estimate as to when you anticipate bringing on the first hydrogen vehicles?**

LTA is waiting for manufacturers to develop hydrogen fuel-cell cutaway buses, of which there currently aren't any available on the market. It is LTA's understanding that there are prototypes that are currently being built and tested; however, LTA doesn't have an estimate as to when they may be available for purchase and deployment.

- 107. Can you please clarify that no good faith efforts are required for the 0% DBE goal listed in the RFP?**

Since the DBE goal for this contract is 0%, the submittal of good faith efforts is not required. However, LTA encourages the use of DBE subcontractors where feasible.

- 108. I don't see a separate line item on the price pages for start-up costs. Would Lake Transit Authority consider having start-up costs priced as a separate line item to be paid during the start-up period? Will start-up costs be part of the price evaluation?**

LTA recommends listing start-up costs as a separate line item and will consider payment of a reasonable amount during the start-up period. Start-up costs will NOT be part of the price evaluation and will be handled as pass through costs with invoices required for backup.

- 109. Would the County share the bus shelter cleaning and maintenance costs for Fiscal year 2023/2024?**

The bus shelter cleaning and maintenance costs for Fiscal Year 2023/2024 was \$16,911.34.

- 110. Please specify what the current contractor provides for uniforms per FT and PT employee. i.e., shirts (short/long sleeved), pants/shorts, etc., and quantity that must be provided for each FT/PT employee.**

LTA doesn't have the specifics of what the current contractor provides for uniforms per FT and PT employee.

111. Please provide a copy of RouteMatch's latest Service Level Agreement and the account manager's contact information.

RouteMatch currently provides annual technical support and maintenance for the software that is housed on-site. The account manager works directly with the administrative staff, not the operations and maintenance contractor.

112. Per Section 12.3 Option Term of the Term of agreement, would the County consider mutual agreement for extension years?

Any option term executed under Section 12.3 would be mutually agreed upon prior to execution.

113. Please confirm if Good Faith Effort forms need to be returned with proposals, even if the DBE goal for this contract is 0%.

Since the DBE goal for this contract is 0%, the submittal of good faith efforts is not required. However, LTA encourages the use of DBE subcontractors where feasible.

114. What is the maximum number of vehicles on the road at one time for weekdays and weekends for all services within this contract? Please provide a breakdown by fixed route and each dial-a-ride service.

The maximum number of vehicles on the road at one time for fixed route is 21 during weekdays and 9 on the weekends. The maximum number of vehicles on the road for demand response service is 5 during weekdays and 2 during weekends. For demand response service during weekdays, this includes 1 vehicle each for dial-a-ride service in Clearlake and Lakeport and up to 3 vehicles in service for Medi-links, LTA's non-emergency medical transportation program.

115. Can the County please provide 3-6 months of historical invoices and management reports for the contract?

See the attached invoices and monthly reports for the last 12 months and , Board reports for the last 6 months.

116. Has a third-party contractor been chosen to install the hydrogen fueling infrastructure for the new zero-emission fleet? If so, please provide the contractor's name and contact information.

A third-party contractor has not been chosen to install the hydrogen fueling infrastructure.

117. If the contract is awarded to a new vendor:

- a. Will there be office space that can be used as part of the transition?**
- b. Will there be revenue vehicles that can be made available for training during the transition?**

LTA will make the conference room at the operations and maintenance facility available to be used as part of the transition. At least one revenue vehicle can be provided for training provided the new vendor provides proof of insurance prior to use.

118. Have any challenges occurred due to the incumbent contractor experiencing driver shortages in the last fiscal year?

During the past year, there were periods when service needed to be reduced due to driver shortages.

119. Can the County please provide the current contractor's driver absenteeism rates for the past year?

120. Please verify if the list of employees in Appendix D identifies the current number of employees in each position and wage. If not, please provide an organizational chart of the current workforce and indicate how many PT and FT employees there are for each position.

See the attached employee roster and organizational chart.

121. Are special services or events billed separately? If so, please provide statistics for FY 2023/2024.

Special services or events are billed separately but there weren't any during FY 2023/24. Additionally, LTA does not provide charter services.

122. Can the County please indicate whether the current operation is deficient in performance standards?

Some of the routes are, at times, deficient in on-time performance metrics due to factors such as road construction and traffic collisions.

123. Please provide the daily call volume for the Dial-a-Ride services, broken down by weekday and weekend service.

124. How many buses from the fleet list have been Out of Service for more than 6 days?

Due to LTA's location, it isn't unusual for a bus to be out of service for more than 6 days if the issue requires parts or the vehicle to be taken to an off-site location for repairs. Currently there are 4 buses that have been out of service for more than 6 days awaiting repairs.

125. Please share a breakdown of the numerical values for scoring criteria.

	Weight
1. Price	35%
2. Personnel, Organization, and Management	40%
3. Maintenance Program and Equipment	15%
4. Technical	10%

126. Please provide the dates for the Fleet inspection mentioned during the pre-proposal conference meeting on 3/17.

The initial fleet inspection is tentatively scheduled for the weekend of May 3-4, with a follow-up inspection tentatively scheduled for June 28-30 or sometime thereafter.

127. Can you please confirm the award date for the contract?

Pending Caltrans approval, the award date for the contract is tentatively scheduled for May 14, 2025.

128. Regarding the procurement goals of RFP # 2, which involves reducing insurance expenses and preventable accidents, can you please provide us with the number of preventable accidents that occurred in the last fiscal year?

129. Has the current contractor been required to provide revenue vehicles? If so, what type of vehicles were provided, and how often have they been used in the last fiscal year?

No, the current contractor has not been required to provide revenue vehicles.

130. Please provide more information about the GTFS RT data provided by the County and what it is currently utilized for.

The GTFS-RT data is produced by Swifty and utilized for trip planning and real-time passenger information.

131. Please provide the make and model of the fareboxes installed on vehicles, the credit card validators, and the contactless fare payment equipment.

The buses are equipped with Diamond SV Fareboxes. The credit card validators, which are the contactless fare payment equipment, are SCV500 units made by SCSOft.

132. Regarding the fleet inspection, if a new contractor is chosen, would the County be open to extending the time frame to 3-6 months after receiving the vehicles to bill back for costs associated with bringing the vehicles to road-ready conditions? There are times when a fleet inspection does not go in-depth enough to accurately account for all damage or vehicle deficiencies that may keep them from being road-ready.

No.

133. Is there software currently in place for fixed route services that the Contractor or County provides? If so, please provide more information, including a current Service Level Agreement.

There is currently no software in place for fixed-route service.

134. Please list any liquidated damages charged or incentives earned over the past 12 months, showing liquidated damages assessed or incentives by category.

No liquidated damages have been charged or incentives earned over the past 12 months.

135. Please clarify if the liquidated damages in the RFP differ from the current contract.

The only difference between the liquidated damages sections in the RFP and the current contract is found in Section 9.6.2. The amount per incident involving a wheelchair/mobility device is \$200 in the current contract and \$250 in the RFP.

136. Please provide more information on the Health Plans and 403(b) Retirement plan provided to Local No. 665 members as part of the current agreement listed under Article 31.

The Collective Bargaining Agreement included in the RFP is strictly between the current contractor and members of the Teamsters Local No. 665. LTA doesn't have any information related to health or retirement plans.

137. What is the current level of complaints per 1,000 boardings for each service type provided for the last fiscal year?

In FY 23/24, the level of complaints per 1,000 boardings was 0.33 for fixed-route service and 0.25 for demand response services.

138. What is the average level of complaints per 1,000 boardings per year for the last fiscal year?

In FY 23/24, the level of complaints per 1,000 boardings for the transit system was 0.33.

139. Please list any driver relief locations for fixed route services.

140. Can the County please confirm the duration of the start-up period?

The duration of the start-up period is 47 days.

141. What are the three biggest challenges the County faces regarding the services being procured?

Please review the stated goals for this procurement.

142. What does the County wish to accomplish over the next decade for these services?

To improve mobility for the residents of Lake County.

143. Does this RFP represent any significant changes to the current operations?

No, this RFP doesn't represent any significant changes to the current operations.

144. What is currently successful with the services in relation to the current contractor?

LTA continues to be a responsive institution within the community.

145. Are there any challenges with the service concerning the current contractor?

The only challenge with service concerning the current contractor has been periodic driver shortages.

146. Please provide metrics such as deadhead, OTP, and passengers per revenue hour for the last fiscal year for the services, broken down by service type.

In FY 23/24, passengers per revenue hour for fixed route service was 6.68 and 0.72 for demand response service. Other metrics such as OTP for previous fiscal years can be found in the 2023 Transit Development Plan located at <https://laketransit.org/who-we-are/plans-policies-and-procurement/>.

147. Is billing for the new contract to be from gate to gate or from the first pickup to the last drop off?

Billing for the new contract will be the same as it is for the current one. There will be a fixed monthly fee, a fee per revenue hour, and a fee per shelter cleaned/maintained during the month.

148. It was mentioned during the pre-proposal conference on 3/17 that proposal responses are to be emailed. Can you please clarify if proposals to be submitted by email and on a USB, or strictly by email?

Proposals may be emailed but must be submitted on a USB.

149. Who pays for the vending machines in the break room?

The contractor is responsible for the vending machines in the break room.

150. When was the facility built?

The facility was completed in December 2004.

151. How many cameras are there on the buses?

Most buses have 8 cameras on them, with a few vehicles having fewer.

152. Are there any issues with theft?

LTA has been the victim of theft of the bus yard a couple times in the past, the most recent being the loss of five catalytic converters. Since the last incident, surveillance cameras were installed around the bus yard.

153. Who is responsible for stormwater testing?

The contractor is responsible for stormwater testing.

154. What kind of fuel cell buses does LTA anticipate adding to the fleet?

LTA anticipates purchasing fuel cell cutaway buses when they become available on the market.