

SOLICITATION ADDENDUM

Solicitation Number RFP # DPTS 2020-01
 Solicitation Description Management Services
 Solicitation Due Date and Time: **October 5, 2020 3PM (CST)**

Addendum Number 1
 Addendum Date September 21, 2020

Purpose of Addendum To Respond to Questions Submitted
 The City of Decatur issues this Addendum #1 to the above referenced RFP. Except as modified below, all other terms and conditions remain in effect. Failure to acknowledge the receipt of all addenda may cause the proposal to be considered non-responsive to this Request for Proposal, and may require rejection of the proposal. All attachments referenced in this addendum will be considered as Exhibit D.

Questions and Responses	
Category: IT/Technology	
Question	IT: Does the Contractor need to provide any network cabling or facility IT upgrades? Response: No. All cabling will be provided. All planned IT upgrades will be done by City staff.
Question	IT: Does the Contractor network need to support a facility camera system? If so, please provide details on the system. Response: The City currently host all network traffic. Vendor access is currently granted through Cisco Anyconnect. Vendor IT staff has limited privileges on the provided workstations.
Question	IT: Are there any non-standard system applications that need to be installed on Contractor's workstations? Response: No. All desktop workstation are city issued. Vendors may provide laptops for their management employees.
Question	IT: What systems, applications or on-bus technology does the Contractor need to provide computers or servers for? Response: The City provides the desktop workstations or servers for administrative functions.
Question	IT: Will we need to host or support any application, web, or database servers? Response: The City IT will provide these services.
Question	IT: Are there any other on-board applications we will be required to support (hardware or software) for passenger WIFI, AVL, passenger counting, farebox, etc.? Response: City IT currently covers these features. The vendor may be responsible for future technologies that haven't been implemented, but will be decided on by mutual consent.
Question	Application Support: Are there any applications or systems that need to transitioned from the current contractors system to the new contractors system? Response: The dispatching and scheduling software will be the Contractor's responsibility.
Question	Are there any current challenges or concerns with provided technology that need to be addressed? An example might be the system lacks capacity for anticipated growth. Response: No.
Question	The RFP states, "City will provide access to existing, budgeted workstation equipment and services, including telephone service, radios, computers, and internet." Please confirm if the contractor will pay any costs associated with these items. Also, please provide details on the number of units of each item that will be provided to the contractor. Response: Outside of software, the Contractor may incur data costs if hotspots are provided for management staff.
Question	IT: Is the Contractor able to segment a separate VLAN off the Agency internet service? Response: The City IT will provide VPN access to workstations to access Contractor Intranet and other resources.
Question	IT: What up/down bandwidth is available to the Contractor on the Agency internet service? Response: The City has a fiber connection to ICN and hosts a large amount of traffic without being throttled.
Question	IT: Please confirm Contractor can install their own managed router and switch for segmented VLAN. Response: This may be done at the Contractor's expense. City Staff provides desktop workstations and telephones. Any additional wiring cost, may be at the Contractor's expense.
Question	IT: Is there rack space available for Contractor servers, switch, routers, etc.? Response: Yes. There is over 10 U in rackspace available at both transit facilities.
Question	IT: For the Agency provided telephone system, are there Service Level Agreements (SLA), Business Continuity Plans (BCP) or Disaster Recovery (DR) plans that Contractors need to follow? If so, please provide copies. Response: No.
Question	IT: Please provide a diagram of the Technology landscape showing applications/services, who uses each, are they on a server or in the cloud, etc. Response: This diagram is not available at this time, but could be provided to the Contractor before the start of the Contract.
Question	Software: Please describe, including manufacturer product name and version number, the scheduling and dispatching products in place for both fixed route and demand response. Is this product provided by the current contractor?

Response: The current Contractor provides the scheduling and dispatching software, Trapeze Version 16. The current systems allows:

- o Client Entry
- o Vehicle Entry
- o Capacity Entry
- o Run Entry
- o Driver Entry
- o Faring Entry
- o ADA polygons Entry

Trapeze also allows staff to create reservations and generate reports. Trapeze allows staff to build a schedule and provides other various maintenance tools.

Question

Software: Please describe any additional modules in place to supplement the scheduling and dispatching system. For example, tools for call management, complaint management, rider communication via IVR or text, etc.

Response: There are no additional modules in place at this time.

Question

Software: Please indicate whether these products are hosted by the Client, software manufacturer or if Contractor would be required to provided hosting services.

Response: The Contractor is responsible for providing dispatching and scheduling software.

Question

Hardware: Please describe the manufacturer make and model of any equipment currently in use or planned for use on the vehicles including cameras, safety/security systems, routers, signs, passenger counters, tablets and fare boxes.

[Response: Please, follow the link for more information: https://www.angeltrax.com/hcmnvr/v12hcnvr](https://www.angeltrax.com/hcmnvr/v12hcnvr)
<https://www.angeltrax.com/mobile-dvr/v6x3>

Question

Hardware: Is there a requirement for integration of tablets, signage, passenger counters with the dispatching system?

Response: Not at this time, but the Contractor may choose an increase in integration over time.

Question

The RFP states that there is a "planned installation of automatic passenger counters." Please provide details on the technology that will be provided, and when is the anticipated installation timeline of this system?

Response: Installation has been completed, and Mototrax will be used with the passenger counting cameras.

Question

Please list all technology currently utilized in the operation, and who is providing each technology. i.e. Contractor or Agency

Response: This is addressed extensively in the RFP.

Question

Would DPTS be agreeable to the following at each facility? Allow Contractor to share the DPTS internet access and provide a public IP to allow Contractors to segregate the contractors network from the clients. Contractor would purchase and install a Cisco Meraki Z3 to separate the Contractor's network.

Response: Yes, City IT will provide a public IP address for the contractor. DPTS workstations may have a VPN client installed to allow remote access to the Contractors tools. Since City IT staff manage most of the applications and workstations, installing a device to segregate the network would be fruitless.

Question

Page 37, Section B: Would DPTS consider allowing contractors to furnish and use Trapeze Enterprise Asset Management maintenance system in place of the provided RTA Fleet Software?

Response: The City is open to discussing and negotiating with the Contractor and desired software, so long as it doesn't add cost to the Agency.

Question

Page 37, Section B: With the provided RTA Fleet Software, are there computer terminals in the shop bays to allow the technicians access to the system to view vehicle histories and input information for work orders? If so, how many are in place?

Response: Currently, there are two workstations located in the maintenance supervisor's office adjacent to the garage. No workstations are provided for on the shop floor.

Question

Will the City of Decatur please provide the software brand name and modules currently used by the incumbent to schedule, dispatch, monitor and manage local paratransit services?

Response: Trapeze Version 16.

Question

Will the City of Decatur allow proposers to present optional technologies that would increase service quality or increase service efficiencies? If so, how should proposers present the addition of these technologies (tablets, dispatching software, CAD/AVL hardware, etc.) in their budget?

Response: Proposers may present additional technology items as optional items and costs in their budget.

Category: COVID Related

Question

What is the current percentage of service being operated compared to pre-COVID operations? Is any CARES funding available for the contractor? Please list all provisions currently being granted to the current provider for the COVID conditions (for example, are expected productivity KPIs/goals adjusted? Are LDs being waived?)

Response: The current percentage of service is similar to pre-COVID operations, with only a slight decrease in ridership. The City has provided COVID-related support during the pandemic, using CARES funding, including suspending all fare collections. There is approximately \$6 Million remaining CARES money which can be used to support transit over the next few years.

Question

COVID-19: Please provide any policies and requirements regarding COVID-19-related operating procedures.

Response: The City does not have any established COVID-19 policies for contractors, but respondents should develop their own Covid-19 protocols based on CDC, DCEO and industry standards.

Question	Will the City of Decatur please clarify if the hours we are to utilize in our calculations on the Cost Proposal Form are based on pre-COVID-19 service levels or have they been adjusted due to the pandemic? Response: The calculations on the Cost Proposal Form are based upon pre-COVID-19 levels, though as stated there has been some impact due to Covid-19.
Question	Will the City of Decatur please detail how the response to the COVID-19 pandemic has changed the cleaning requirements? Does the County expect these changes to carry into 2021? Response: Buses and Trolleys are fogged once per week, with a deep clean 3-4 times per week. Paratransit and all other non revenue vehicles are fogged once per week, with a deep cleaning daily. It should be expected that Covid-19 impacts could continue through calendar year 2021.
Category: Operations	
Question	Is the contractor required to maintain the bus stops or bus stations? If yes, please provide the frequency required, and the number of bus stops the number of bus stops and bus stations that are required to be maintained. Response: The Contractor is required to maintain the bus stops and bus station. The bus stops with shelters are maintained weekly. There are 34 bus shelters. All other bus stops are maintained as needed.
Question	Please provide the last 12 months of expenses for bus stop and shelter maintenance and repairs. Response: All proposers should develop their cost proposal based on local market research and past experience. The City has not tracked these expenses independently from other transit expenses.
Question	Please provide the number of calls by hour and by type (reservations, where's my ride, etc.) for each day of the week. Call Center - please provide average hold time, talk time, and handle time. Call Center - please provide call abandon rate. Response: The agency does not have a phone sequencer. The agency has a live operator.
Question	Please provide daily manifests for a week for a typical week prior to the COVID crisis. Please provide daily manifests for a recent week of operations during the Covid crisis. Response: See attachment for Manifests in Exhibit D.
Question	What brand and model number bus wash system is currently in use at the facility? Response: Ross and White
Question	Please provide specific information on the contractor's responsibilities for cleaning the facilities. Response: Cleaning and maintaining the facilities is referenced in the RFP and Contractors are at liberty to develop their own protocols that meet the Agency's and customers expectations.
Question	Agency provided facilities: Is the contractor responsible for any taxes, licenses, or utilities? If yes, please provide the cost for last 12 months for taxes, licenses, and utilities. Response: The City pays for Utilities. As for vehicle licensing, the Contracted employees obtain the license, but the cost is a pass through expense to the City.
Question	Is there a secure fare collection room at the facility? Response: Yes, it is located in the Bus Barn on the Transit Property at 555 E Wood St.
Question	Please provide the total dollar amount paid by the current contractor over the last 12 months for facility parts under \$500. Are there any normally reoccurring < \$500 facility parts that we should budget for? Response: All proposers should develop their cost proposal based on local market research and past experience.
Question	What is the current specific process for fare collection? Is use of an armored car service allowed to count the fares? Response: See attachments for DPTS Policy Fare Revenue Handling and DPTS Policy Fare Revenue Count Notification and Review in Exhibit D. The City will consider the use of an armored car service.
Question	What type of fareboxes are currently utilized within the revenue vehicles? If none, please provide fare collection process. Response: Diamond. The City has stopped collecting fares since spring of 2020 due to Covid-19. The City has secured funding to replace fare collection system with a new contactless system. No new system has been committed to and City will work with Contractor in the selectign a new system at the Agency's expense.
Question	Please provide the total dollar amount of cash fares paid for the past 12 months. Response: During the previous fiscal year, from July 1, 2019- Jun 30, 2020, the total cash fares received by the City is \$355,840.61. This number is distorted due to suspension of fare collection as a result of Covid-19.
Question	Please provide information on the Agency provided fleet to include year, engine type, current odometer readings, average miles operated per year. Please advise if the contractor is required to provide any items on the bus [fareboxes, radios, MDT, etc.]. Response: The City provides fareboxes and radios. An updated "Fleet List" has been posted as part of this Addendum.
Question	Please provide specific replacement schedules so we can accurately bid our maintenance costs based on miles and age of each vehicle. Response: The following vehicles are scheduled to be replaced during FY2021-2024: 1921, 9914, 9916, 9917, 9918, 1013, 1014, 1016, 1017, 1024, 1025, 1008, 1019, and 1020. More broadly speaking the City has been proactively replacing our entire revenue generating fleet and this is expected to continue.
Question	Please explain any differences between the current fleet and the vehicles in the provided fleet list. Please provide the number of non-revenue vehicles with age and vehicle type. Will the City of Decatur please share the VINs for all the City provided revenue and non-revenue vehicles? Response: An updated Fleet List has been included as an attachment in Exhibit D.
Question	Please clarify the number of vehicles used in revenue service by day of week, the peak service hours and number of buses in service at these times for each service type.

	Response: All proposers should develop their cost proposal based on local market research and past experience. Route schedules can be found on the City's website, and certain vehicle information can be found in Exhibit D.
Question	Are the vehicles fueled onsite? What is the size of the fuel tank(s)? How many fueling hose/nozzles are available to be pumping fuel at the same time; how many buses can be fueled at the same time?
	Response: Onsite. The fuel tanks are 14000 gallons and 1000 gallons. Fixed Route Buses can be fueled two at a time, and Paratransit Vans can be fueled one at a time.
Question	Please provide a productivity report from the dispatching software daily for one week and monthly for the last 12 months that shows data that includes: 1. Breakdown of Hours covering: a. Total vehicle hours; b. Service/Live hours; c. Deadhead Hours; d. Break/Lunch Hours; e. Refuel Hours; f. and Any Other Hours; 2. Breakdown of Miles covering; a. Total Miles; b. Service/Live Miles; c. Deadhead Miles; d. Break/Lunch Miles; e. Refuel Miles; f. and Any Other Miles; 3. Average Distance in miles per Trip; Average Length in minutes per trip; Trips per Revenue Hour.
	Response: Monthly Operational reporting information can be found in Exhibit D.
Question	For fixed route service, please clarify if billable time continues past scheduled hours on the last trip due to exterior factors and conditions beyond the control of the contractor (traffic, weather, incidents, etc.) or for any other reason? For the last drop of the day, does the revenue time get measured by the drivers actual last drop time rather than the scheduled last drop time?
	Response: Please review the RFP service hour definition on page 40. Revenue hours begin at the scheduled first pick up.
Question	For paratransit service, please clarify if revenue hours begins at the first pick-up, even if that pick up is a no show. For all routes, does the revenue hour begin at the scheduled first pick up or at the actual time the driver arrives at the pick up?
	Response: Yes, revenue hours begin at the first pick-up, even if that pick up is a no show. Revenue hours begin at the scheduled first pick up.
Question	Please provide a current list of tools and equipment that will be provided to the contractor to perform maintenance.
	Response: Sufficient tools and equipment for maintenance are provided.
Question	Please confirm required named personnel for proposal.
	Response: General Manager and Operations Manager.
Question	Is the agency open to alternative modes of mobility that offer significant cost savings over traditional legacy pricing per hour models? i.e. non-dedicated vehicles that would charge on a per trip basis? Would the agency consider overflow trips provided by non dedicated vehicles on a per trip cost?
	Response: Yes.
Question	Please provide the reports listed on page 34 "Monthly Summaries" monthly for the last 12 months.
	Response: See the attachments, Monthly Operational Report Jul 2019- Jun 2020, and Safety Report Summary Jul 2019- Jun 2020, included in Exhibit D. However, City would like to improve these reports.
Question	Please provide the Incident and Accident Reports for the past 12 months.
	Response: See attachment, Safety Report Summary Jul 2019- Jun 2020, included in Exhibit D.
Question	Please provide details regarding any subcontractors being used in this service currently, and which services they are providing.
	Response: Central IL Cleaning Services provides cleaning services for the Administrative Office.
Question	The contractor is responsible for the licensing of the vehicles ((Section 26 -d & e of the sample contract). Is this a pass through expense or part of the fixed costs? Can Decatur supply the prior year expenses for these fees?
	Response: The Contracted employees obtain the license, but the cost is a pass through expense to the City.
Question	How many daily extra board hours is the current operator incurring?
	Response: There are currently approximately 4200 hours paid out annually for extra board.
Question	Please provide the current contractor's performance for the past 12 months, by month, in relation to the standards listed in Exhibit C.
	Response: Exhibit C applies to the Contract in the RFP.
Question	Please provide the performance statistics of the current contractor for the past 12 months, by month, for accidents (preventable and non-preventable), on-time performance by day of month, total operational complaints.
	Response: See attachment, Safety Report Summary Jul 2019- Jun 2020, included in Exhibit D.
Question	On-Time Performance -- Is sampling accepted or 100% of trips?; Is a pickup before the window still considered on-time?
	Response: 100% of trips. No.
Question	Please provide copies of the last three months of management reports from the Contractor.
	Response: See the Attachment, Monthly Operational Report Jul 2019- Jun 2020, and Safety Report Summary Jul 2019- Jun 2020, included in Exhibit D. However, City would like to improve these reports.
Question	Please provide detail if any of the current vehicles are operating at "overcapacity," and which routes, and time of day the overcapacity is occurring.
	Response: Vehicles are not operating at "overcapacity." Some routes, during a typical school year, utilize additional vehicles during peak hours for school trippers.
Question	Is the current contractor staging vehicles on any of the routes, and if so, please provide details on the routes that require the staged vehicles to maintain OTP?
	Response: No.

Question	How do drivers get to the Transit Center for a relief (walk, ride in a vehicle or drive a car)? Ride in a vehicle could be ride the bus route that goes past the garage?
	Response: Drivers walk, ride, or drive a car. A route or shuttle could be utilized to provide conveyance to drivers.
Question	Can reliefs be made by the garage, for the routes that go past the garage?
	Response: Yes, the City is open to any reasonable solution to address the employees' needs.
Question	Is there are sign off (post-trip)?
	Response: Vehicle operators currently perform both a pre-trip and post trip inspection.
Question	Please provide detailed information for each Fixed Route to help with blocking and scheduling in Excel format. Please include deadhead hours and miles, number of buses currently used on each route, pull-out and return-to-yard times, etc.
	Response: Requested information for blocking and scheduling is not available in an excel format. Please, see attachment, Monthly Operational Report Jul 2019- Jun 2020 for deadhead hours and miles, included in Exhibit D.
Question	Please describe the current procedures the contractor has in place for the ADA Eligibility process.
	Response: This information is available on the City of Decatur website, under Operation Uplift. Click here.
Question	What are 3 things that the agency would like to see improved in the current service?
	Response: Question is addressed in the RFP, evaluation factors.
Question	What are the top 3 complaints received by passengers on this service?
	Response: Add late night service, Sunday service, and other route modifications.
Question	Please provide a listing of any penalties charged or incentives earned over the past 12 months. Please clarify if the liquidated damages listed in the RFP differ from the current contract.
	Response: Exhibit C applies to the Contract in the RFP.
Question	Would the agency consider postponing performance penalties during the first 90 days of the new contract period for a new contractor? Will the agency consider waiving performance penalties during the COVID crisis?
	Response: On a month-by-month basis, agency will consider postponing performance requirements, while we are in the current pandemic.
Question	Is the agency open to integration of TNC or taxi providers? If yes, would the agency be open to limiting driver requirements such as drug and alcohol testing, etc.?
	Response: The City is open to any reasonable solution proposed, that doesn't compromise safety or funding rules.
Question	During the transition, how many vehicles will be made available to the incoming contractor to perform training?
	Response: Agency can provide vehicles, depending on the need.
Question	During the transition, will there be space available at the facility to conduct start up activities?
	Response: Yes.
Question	Page 17, Operator personnel (ADA eligibility): The RFP has asked that contractors oversee the ADA certification process. This is currently managed in partnership with the City with the Transit Administrator making the final determination. Please confirm that the DPTS is asking that this existing process stays in place or provide further detail on expectations.
	Response: The City expects this process to remain in place.
Question	Page 40, Item #2, Vehicle service Hour Definition: The definition for a vehicle service hour has changed from Gate to Gate to a first stop to last stop definition. Please confirm this was the intent.
	Response: Yes. The City has included the definition of Paratransit vehicle service hour on page 40, Item #2.
Question	Page 20, Security Camera and Maintenance: Relative to the City-provided camera system AngelTrax the RFP outlines the following "Contractor is expected to contract Angeltrax whenever problems arise regarding system functions. Please confirm that the contractor will not have a separate contract with Angeltrax and that cost for repairs for the camera system will be passed through to DPTS. Page 33, Item 31, On Board Video Surveillance Cameras: Please confirm that the cost for maintaining the Video Surveillance system will be treated as a pass through to DPTS. Page 32, Item D, Vehicle Licensing: Please confirm that the cost of vehicle licensing for DPTS vehicles will be passed through to DPTS and that this section outlines that the contractor will coordinate licensing and plating of vehicles.
	Response: The City maintains the contract with Angeltrax, and costs for repairs for the camera system will be passed through to the City.
Question	Page 32, Item G: Contractor will provide computer aided dispatch system to develop, deploy and support passenger information and data solutions for Fixed and Paratransit service. It is our understanding that the City will be using Angletrax to support the fixed route portion of this requirement and is not interested in systems such as Syncromatics or other software systems. Can DPTS please confirm this to be the case or provide further detail?
	Response: The City is interested in systems such as Syncromatics or other software systems; systems that provide a public facing application showing bus routes, times, and delays for the public are preferable. Angeltrax currently tracks our fleet, provides remote access for general supervision and system notifications.
Question	Currently, all revenue vehicles have DriveCam. Please confirm that the City does not object to the continued use of DriveCam.
	Response: The City does not object to the continued use of DriveCam.
Question	Does DPTS plan to continue with the already existing fareboxes, head signs, and passenger counters and their associated vendors?
	Response: Some vendors will likely remain, with some being replaced as consented upon by both parties.
Question	Page 12 of 133, Section 4, Training and Safety: Please provide further detail to clarify the requirement for 9) Efficiency Testing Plan.

	Response: The City requires an annual certification audit of your safety and security systems included in your Efficiency Testing plan.
Question	Will the City of Decatur please provide a current organization chart?
	Response: Please, see attachment, Org Chart MV, included in Exhibit D.
Question	Will the City of Decatur please provide any uniform specifications or requirements for the Operators? Are name tags required or identification cards required?
	Response: Per the RFP, uniforms are to be neat and clean, with first name only required.
Question	Will the City of Decatur please confirm the two Custodians are responsible for cleaning the two transit facilities and the two Utility Workers are responsible for fueling and cleaning the revenue and non-revenue vehicles?
	Response: Yes. Presently, a cleaning company cleans the administrative building.
	During our visit to Decatur, we observed two instances where a Paratransit Operator waited over ten minutes at a nearby parking lot before making a pick-up. Will the City of Decatur please clarify if the waiting of the Operator is classified as a paratransit vehicle service hour under the RFP definition: "travel time between passenger "pick-ups/drop-offs"? Or is it not a paratransit vehicle service hour based on the RFP language: "any such period that the driver and vehicle are not specifically engaged in the "pick-up", transport, or "drop-off" of revenue passengers"?
Question	
	Response: If the Operator is in revenue service and waiting for their next pick-up, then it is generally considered vehicle service hours. Breaks and lunch are not included.

Category: Operator Personnel

Question	The CBA included with the RFP appears to have expired on 12/31/2019. Is there a new CBA that you can provide? Can you provide a newly ratified or updated CBA information that are currently utilized?
	Response: No, this is the current agreement in place. A new CBA has not been negotiated.
Question	Please confirm which employees, by position, type fall under the Decatur Transportation Corporation Inc. Do you anticipate the new contractor to maintain the subcorporation?
	Response: To our knowledge all employees are currently MV employees and the subcorporation does not need to be maintained.
Question	Does the current labor contract include a pension plan? If so, please provide any details surrounding this plan. i.e. Defined Benefit, Defined Contribution, Under-funded liability.
	Response: No, but the ATU currently provides a 401(k).
	It appears that the current employees are covered by 49 USC 5333(b) (also known as Section 13c of the Urban Mass Transportation Act of 1964. In order for us to ensure that the employees make at least as much, or more than they currently do now, please provide a seniority list for the current employees for this contract, and indicate position, full time or part time, length of service, medical benefit participation costs for employees, and current rate of pay. In order to maintain existing employees' wages and benefits structures, will the City of Decatur please provide the seniority, wages, and benefits for all the non-union positions?
Question	
	Response: Please see the attached seniority list. All other information is considered proprietary to the current contractor.
Question	Please provide the turnover report for the past 12 months mentioned on page 45 of the RFP.
	Response: This report will be required in the new contract for this RFP.
Question	What is the current overtime and turnover rate for drivers? Is the service currently short drivers, and if so, how many drivers?
	Response: All proposers should develop their cost proposal based on local market research and past experience. Please refer to the provided seniority list relative to driver staffing. Currently there are 5 open driver positions, which will have low seniority.

Category: Contractual Agreement

Question	The \$25 million insurance requirements are extremely high and far exceed industry standards. Would the City consider lowering the requirements? The current limits will likely prohibit some bidders from submitting a response, and escalate costs for others. Furthermore, page 30 and 58, Insurance: Insurance is outlined on pages 30 and 58 and there are differing value requirements in each section. Please confirm that proposers should use the values presented on page 30 as a guideline for pricing insurance, or please provide further detail.
	Response: The City will lower this insurance requirement to \$10 Million in order to not exclude any otherwise interested bidders. Specific Insurance requirements updated in Exhibit D.
Question	Page 3 of the RFP states that the "additional agreement periods shall be determined by the sole discretion of the City," and Page 22 of the RFP states "extended by written mutual consent." Please confirm which is correct.
	Response: Additional agreement periods shall be determined and extended by the mutual consent of the City and the Contractor.
Question	This service appears to have been out to RFP is 2019 for a contract start date of July 1, 2019. The base contract term would have concluded June 30, 2022. Please provide details regarding why this solicitation is concluding early. How many years has the existing contractor held this contract including extensions?
	Response: The current Contractor and the City entered into a Mass Transit Management Agreement on July 1, 2014, and by mutual consent the agreement was extended until December 31, 2020, for a total of 6.5 years, including extensions.
Question	Please verify that there is no specific Disadvantaged Business Enterprise (DBE) goal established for this contract and that a good faith effort is not required.
	Response: There are no DBE goals or requirements for this contract.
Question	Would County consider an assignment provision that allows Contractor to assign the Contract to another entity without prior written consent of the County? If so, may Contractor present sample language in its proposal?

	Response: The City must consent to assignment of the Contract, but the City would consider reasonable language suggestions.
Question	Would the County consider an assignment provision that allows Contractor to assign the Contract in the instance of a merger, acquisition, corporate reorganization, public stock offering, or sale of all or substantially all of its assets with reasonable notice to but without prior written consent of the County? If so, may Contractor present sample language in its proposal?
Question	Response: The City must consent to assignment of the Contract, but the City understands a changing business climate would consider reasonable language suggestions.
Question	Please provide copies of the last twelve months of invoices from the Contractor.
Question	Response: City has provided invoices for current Contract, starting with January 2020, in Exhibit D.
Question	Please provide a copy of the current contract for these services.
Question	Response: See Attachments, Executed MV Contract 2019-12-03 Fourth Amendment and 2020-05-19 Fiith Amendment R2020-81, included in Exhibit D.
Question	Please provide the current rates paid to the existing contractor for variable and fixed costs. Also, please indicate the total amount paid to the contractor for the last fiscal year.
Question	Response: See Attachments, Executed MV Contract 2019-12-03 Fourth Amendment and 2020-05-19 Fiith Amendment R2020-81, included in Exhibit D.
Question	Will the City of Decatur please confirm if the incumbent Contractor is compensated under similar terms as detailed in the RFP?
Question	Response: Contract and invoices are included in Exhibit D.
Question	Will the City of Decatur please provide the historical major losses within the last five years over \$100,000 with a detailed loss description for each instance?
Question	Response: There have been none.
Question	Will the City of Decatur please provide all historical crime, theft, and environmental losses within the last five years?
Question	Response: No historical crime, theft or environmental losses have occurred within the last five years.
Question	Will the City of Decatur please provide estimated Contract Award and Notice to Proceed dates so proposers can provide an accurate transition timeline and plan?
	Response: The City estimates that a Notice to Proceed will be issued before Dec 1, 2020.

Category: Proposal

Question	<p>Pages 7 and 10, Summary of Experience: DPTS is requesting a client list with a brief description of service, on page 10 of the RFP under experience of proposers "proposers shall furnish a detailed description of the work they have performed or are currently performing for other public transit agencies and transit clients and how they are pertinent to their proposals to agreement services. The proposers shall include ..." Question: Does the client list supplied as required on page 7 meet these criteria or is DPTS asking for some specific references (for example three) that provides further detail?</p> <p>Response: Please, provide a client list, as noted on page 7, under Summary of Experience. As for page 10, the section is revised as follows in bold, italicized font: Proposers shall furnish a detailed description of work they have performed or are currently performing for three other public transit agencies and transit clients and how they are pertinent to their proposals to provide Agreement Services. The Proposer shall furnish references for each of the three such clients.</p>
Question	<p>Page 38, Pricing: Contractors are to set costs after FY21 at 2% CPI for evaluation. Would DPTS consider making this the lowest threshold for increase regardless of CPI nationally? Contractors' cost will increase by a minimum of 2% each year in order to keep up with wage increases and inflation specifically related to insurance. This would allow consistency and lower prices for DPTS by eliminating risk in proposal submission.</p> <p>Response: The City will not concede to an automatic 2% annual inflation without knowing CPI.</p>
Question	<p>Please provide Attachment J, Cost Proposal in Excel format.</p> <p>Response: Please see posted link for RFP Cost Proposal and RFP Cost Proposal Variable Costs in Excel Format.</p>
Question	<p>Page 8, Section A: The RFP indicates "Costs after FY21 are based on an estimated annual CPI increase of two percent (2%) each year. Effective July 1 of each contract year, actual rates shall be adjusted to no more than the CPI annual change as of May of each year but in no event, shall exceed three percent (3%). Rates shall not be decreased." Please confirm that all bidders should develop their cost proposal based on their anticipated cost increase and include their cost in the form provided by the City.</p> <p>Response: The Contractor should assume an annual 2% increase for evaluation purposes.</p>
Question	<p>Pages 4-5, Submission of Proposals: Currently, our organization is experiencing delays in the hand binding process related to COVID 19. Accordingly, we respectfully request that the DPTS consider proposal submittals in electronic format only. In light of the Coronavirus (COVID-19) pandemic and the quarantine mandates affecting much of the U.S., we respectfully request that you allow bidders to submit proposals electronically via email, Dropbox link and/or USB drive in lieu of providing printed copies. This would allow us to submit a compliant document within the RFP deadlines, and minimize in-person exposure for both your agency's employees and our company's employees.</p> <p>Response: A hard copy of the proposal should be submitted via FedEx, UPS, USPS, or a third party delivery service. The granted extension to the proposal deadline should make this easier to manage.</p>
Question	<p>Will the City of Decatur please confirm proposers do not have to provide bonding with our proposal?</p> <p>Response: The FTA does not require bonding for this proposal, thus the City waived this requirement.</p>
Change	The Proposal Due Date has been changed to October 5, 2020 .