



Valley Transit District
Addendum No. 1
To
Request for Proposal
RFP # 01-2010

Due Date July 22, 2010

Date of Addendum: July 14, 2010

The District has reviewed a request to clarify certain sections of the RFP and this Addendum responds to vendor requests for clarification. No other modifications to the RFP shall be deemed made other than as specifically set forth herein.

Question 1:

Is there a contract currently in place to provide the services requested by this RFP? If so, may we have a copy?

Response:

The current contractor has a verbal contract with the District to provide services on a month to month basis.

Question 2:

The section on "Travel Regulation" on page 9 states that only expenses which have prior approval by VTD will be reimbursed. Should we assume this means that the cost of any necessary travel by contractor personnel to Derby and around the Valley Transit service area will be reimbursed separately?

Response:

The District will not pay any travel costs, including travel expenses of contractor's personnel to or from the District to any location, except as stated in the RFP as travel specifically authorized by the District.

Question 3:

The RFP states on page 13 that the work will be provided on an "as needed" basis. In order to prepare their fee proposals, offerors will need to know approximately what level of effort is expected. If these services are currently being performed for VTD by a contractor, can you provide the number of hours of professional labor rendered during the past year? Is the number of hours provided during the past year indicative of the level of effort expected by this RFP? If not, or if the services are not being provided currently, on what basis should offerors calculate the level of professional effort required for costing purposes?

Response:

The current contractor has invoiced the District on a monthly basis for the past year, approximately 210 hours which included support staff. For the bases of pricing the awarded contractor is required to respond to every issue that requires their involvement, oversight and or professional guidance.

Question 4:

Depending on the response to Question No. 3 above, would VTD consider alternative pricing in which offerors propose their fees on an hourly basis (i.e., a per-hour fee for professional labor, including salary, benefits, overhead, clerical/administrative support, and profit), rather than a fixed monthly fee? The nature of the services to be provided, and the idea that services would be provided on as-needed basis, suggest that more or less effort will be required at different times of year. For example, assistance in budget preparation would normally be concentrated in the calendar quarter when the annual operating budget is adopted by the VTD board. Similarly, the board could approve “X” number of consultant hours for the initial development of a policy and procedures handbook, and then additional hours from time to time when policies or procedures need to be updated.

Response:

The District requires a fixed price bid for the Fee Proposal, as stated on page 23 of the RFP.

Question 5:

Please explain the duties and responsibilities of the General Manager as they relate to work to be performed by the contractor. For example, some specific responsibilities listed for the contractor are normally functions performed by the transit system CEO. These include administering (as opposed to preparing) the budget, “overall management,” “employee relations,” and implementation (as opposed to development) of policies and procedures.

Response:

The General Manager is responsible for the day to day management of the District and management of the District’s budget and employees. Additional General Manager duties include, but are not limited to, overseeing daily operations, maintenance, which includes administering vendor and service related contracts. Oversight of financial reporting and other duties as it relates to a public transportation district of similar size and scope. The contractor will be required to perform these duties in the General Managers absence.



Question 6:

How important is it to VTD that the selected contractor also be able to provide assistance in these other areas: Triennial Review preparation; contract negotiations and grievance arbitrations involving Local 1607; reviews of maintenance practices, safety and security practices, environmental compliance, and Federal regulatory compliance; writing grant applications and technical specifications for capital procurements; performing procurements of capital assets and service contracts; software acquisition; and/or personnel training and development?

Response:

Please refer to RFP Section 1, Statement of Work, which describes contractor responsibilities, and Section V, number II, Statement of Work. The contractor will be responsible to oversee the daily operation of the District in the event of the General Managers absence, which include many of the tasks referenced in the above question. The Valley Council of Governments is the FTA Grantee for capital funding for the District.