

# IMPERIAL COUNTY TRANSPORTATION COMMISSION ( ICTC )

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**Date:** May 6, 2019  
**To:** Prospective Respondents  
**From:** Kathi Williams, Procurement Coordinator  
**REF:** Request for Proposal (RFP) for the Imperial County Transportation Commission (ICTC); IVT ACCESS **ADDENDUM #4**

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The following is provided as answers and clarifications to questions from or corrections to this RFP:

1. Would ICTC please extend the question submittal deadline to Friday, April 19 so that bidders can ask questions following the preproposal conference and visits to the service areas.

*It is ICTC's practice to answer all questions submitted by the deadline in the RFP, before and up through the end of non-mandatory pre-bid meeting. This allows for the full development and research required, if any, for each response. ICTC will attempt to address any follow up questions as further addendums, as staff time and resources allow, however ICTC is under no obligation to do so. The ICTC offices will be closed on Friday April 19, 2019.*

2. Would ICTC please confirm the submittal requirements? It is our understanding that "ICTC is interested in retaining the existing consolidated nature and operational efficiency currently in place for these four services, under one Provider" and that only one contract will be awarded based on the language included in the RFP. Given this, would ICTC accept one proposal that includes the responses for all four services? The way the RFPs are written now, we would interpret the current language in the RFPs to require 1 original and 4 copies of the technical and the same for the price proposal for each RFP, meaning a total of 40 proposals submitted.

*ICTC currently has multiple contracts for transit services initiated at different points in time since 2011. These contracts are with one provider. As a result, ICTC has come to recognize value in the consolidation of management, dispatching, in house maintenance and operational efficiency by using one provider. ICTC's intention is to award four contracts as a result of this competitive bid. This is because the four contracts have different funding sources, performance statistics, operating areas and reporting requirements. In addition, we have been asked by the FTA to consider opportunities for smaller sized respondents who may only want to bid on one service contract. In this situation, we need a way to compare and score proposals effectively. The RFPs require 1 original and 4 copies of the technical and the price proposal for each RFP.*

3. Appendix C - Are pricing sheets available in Microsoft Excel format?

*Yes, the price sheets are posted on the ICTC website at*

<http://www.imperialctc.org/doing-business-with-ictc/>

*Responders to the RFP must use this pricing format, and may use these Excel spreadsheets. However, Responders must ensure that all mathematics and formulas are correct, and assume all responsibility for the accuracy of the spreadsheets in their submittals.*

4. What type of radios make/model are in place today and does ICTC find these acceptable?

*ICTC does not require any specific model or type of radio and leave the choice to the provider*

5. Does evaluation of “total price” include option years?

*Yes*

6. What are the current rates paid the current contractor(s) for all components of pricing (fixed, variable) for each service?

*The information that is available is listed in the appendix D to the RFP*

7. Please provide all bidders with copies of the last three months of:

- a. Monthly invoices
- b. Monthly management reports
- c. Penalties assessed based on criteria outlined in A-3

*However, there have been no penalties assessed within the last three years.*

8. What on-board technology or software is provided by ICTC for each system, if any.

*ICTC intends to implement a CAD/AVL system for the fixed route service in the next couple months. ICTC also provides Wifi routers, router software and firewall systems. ICTC also intends to acquire AVA systems for its fixed route buses.*

9. Please clarify the following information for the provided fleet for each service type:

- a. Engine type and transmission type
- b. Current odometer reading
- c. Last date and odometer reading for any engine and transmission replacement/rebuild
- d. Year of planned vehicle replacement

*See attachment for available data*

10. IVT Ride: In regard to Heber service. The RFP Appendix A-3 states 52 Saturdays, but please confirm the start and end times please.

*In the IVT RIDE Scope of Work for El Centro- Imperial- Heber (A-3) Saturday service is only provided in the cities of El Centro and Imperial. There is no Saturday service scheduled for the community of Heber.*

11. Section VI., 3.b.ii. – 3 of the 4 RFPs state that bidders should name Road Supervisors in the proposal, this is not customary to these types of proposals. Would ICTC accept proposals without the Road Supervisor positions named in lieu of a clear indication of the number that will be hired?

*Names are not required. ICTC will accept proposals with a clear indication of the number of Road Supervisors that will be hired per the service contract.*

12. RFP Section 3. D. – Please confirm the 1% DBE is a goal not a requirement.

*The FTA requires that a DBE goal be established for each federally funded transit service. ICTC requires that that a goal be met, or, a Good Faith Effort be accomplished and documented in writing annually by the provider.*

13. Is the current provider meeting the DBE goals for this contract? Who are the current DBE vendors on the contract?

*ICTC and the current provider are not meeting the current 1% DBE goal. The current DBE sub is a T Shirt supply company.*

14. Please provide the collective bargaining agreements for all employees associated with these RFPs, as well as copies of any TA agreements, side letters, or other documentation that indicates the current agreement parameters with the incumbent contractor.

*ICTC has an employee CBA. Providers will receive this information in response to an email request only. This information will not be posted on the website.*

15. In order to ensure that none of the current employees go backwards in benefits should a transition occur, please provide information regarding the current rates/benefits for these employees. Please include specific information such as participation rates, rate sheets, employee and employer contribution amounts per employee and employee with dependents.

*ICTC will provide an updated employee rate sheet in response to an email request only. This information will not be posted on the website.*

16. How many phone lines exist for these services today (by service type)? Please indicate if all of these lines will be transferred to the new contractor from the incumbent and if it

already includes the 2-toll free and TDD lines required. Please provide the monthly phone cost estimates from the incumbent provider that the bidders should account for to take over these lines.

*ICTC expects to retain phone lines in use that are advertised for each service type. This includes the toll free and hearing impaired services. Total phones lines in use and expense for phone services are not available to ICTC.*

17. Please provide the monthly phone reports showing the required reporting statistics for each service type.

*This information is not available to ICTC. ICTC will establish a reporting parameter so as to meet any federal State and local requirements effective with this new contract cycle.*

18. Please identify (by each service) the number and type of non-revenue vehicles provided by the incumbent contractor. Does ICTC feel that this number is sufficient to meet service needs?

*This information is not available to ICTC, provider is expected to recommend the required number of non-revenue vehicles to carry out day to day operations on its behalf.*

19. Are there any remote parking/vehicle storage locations other than the facility noted in the RFP? If so, please provide the addresses and information about the entity that holds the lease or agreement for use.

*There are no remote parking/vehicle storage other than the facilities noted in the RFP that ICTC is aware of.*

20. Please indicate if bidders are permitted to satisfy the Fidelity Bond requirement with crime insurance.

*Providers can review and make recommendations in the response to the RFP based on page15, Section VI. A. 3. f. Exceptions or Deviations:*

*“...State any exceptions to or deviations from the requirements of this RFP, segregating “technical” exceptions from “contractual agreement” exceptions. Each technical exception must reference the particular section and page in the RFP or Scope of Work that refers to the ICTC’s requirements for easy reference...”*

*In this manner, providers can list recommendations for consideration by ICTC, including consideration of any potential change to contract language or insurance requirements. ICTC will then confer with risk management, legal or other appropriate personnel. ICTC is not obligated to accept any recommendations, exceptions or deviations.*

21. Please confirm that all liability insurance limits can be met by any combination of primary and excess insurance.

*Please see response to item 20*

22. In regard to section 24.2, please indicate if an umbrella/excess policy written as broad as the underlying policy would be acceptable.

*Please see response to item 20*

23. In regard to section 24.4, would ICTC amend the contract to the industry standard. Regarding the obligation requiring that evidence is required fifteen 15 calendar days prior to the expiration of an insurance renewal, to obtain the best possible policy conditions and pricing often renewals are not finalized 15 days prior to expiration. Please confirm that ICTC will modify language to read “No less than fourteen 14 calendar days after the expiration, cancellation or termination of any such policy, Provider shall supply ICTC with a new and replacement Certificate of Insurance.

*Please see response to item 20*

Thank you for your interest in the bid process. Should there be any questions, please email [kathiwilliams@imperialctc.org](mailto:kathiwilliams@imperialctc.org).