

RFP: Design an implementation plan for an “on-demand” Sunday transit service demonstration project and prepare a micro-transit feasibility study for the City of Shasta Lake.

Questions and Answers

- Q1: Does RABA have boarding and alighting data for both weekday and Saturday service for stops in the City of Shasta Lake?
- A1: Yes, RABA has ridership data available for the entire transit system, including transit stop locations in the city of Shasta Lake.
- Q2: Will the consultant have access to an electronic file that provides trip origins and destinations in Shasta Lake by the Complementary Paratransit service?
- A2: RABA maintains an electronic database that includes information on the origin and destination of every complementary paratransit service trip. To the extent possible, RABA can share that data with consultants.
- Q3: (3A) On the bottom of Page 15 of the RFP there is a statement. "The City of Shasta Lake reserves the right to negotiate the scope of work for their portion of the project up to the amount previously awarded by SRTA to Shasta Lake." Please explain this statement. What is meant by "their portion of the project"? (3B) Earlier on Page 15 there is a statement that "A total of \$102,500 is currently budgeted for this project....." Please verify that the \$102,500 is the budget for the consultant portion of the work.
- A3: 3A - SRTA awarded up to \$42,500 in FHWA PL funds to the city of Shasta Lake for their Micro-transit project. Tasks G through J of the RFP scope of work contain Shasta Lake's portion of the project. If the proposed costs for the Shasta Lake portion of the project are higher than the awarded amount then the SRTA Board of Directors will need to approve the increase when they approve the Technical Services Agreement.
- 3B - Per SRTA's FY 2016/17 Overall Work Program (<http://www.srta.ca.gov/DocumentCenter/View/3371>), \$42,500 was awarded to the city of Shasta Lake for consultant work for the micro-transit feasibility study, and SRTA budgeted \$60,000 for consultant work for Sunday transit service, for a total of \$102,500 for consultant work. As a reminder, this is the amount budgeted, however per the RFP *"consultants should provide proposals based on the actual cost to complete the project, whether that is below, near or above the budgeted funding mentioned above."* See also question #10.
- Q4: The cost of the proposal is weighted 15 points in the evaluation criteria. By the two stated criteria for costs, the actual dollar amount of the bid does not appear to affect the rating of 0 to 5 for cost. Please clarify that if Firm A bids \$90,000 and Firm B bids \$100,00 and they both a) have a proposal that clearly states the for the project, by work task and the proposal includes all cost including labor, materials and travel and b) have a system or process in place for controlling projects costs (in other words, both are deemed excellent on these two criteria), then both Firm A and Firm B would receive a

rating of 5 and total points of 75? If not, please explain how actual costs of the bid will affect the rating of 0-5 points which is then multiplied by 15 points?

A4: [SRTA has issued Addendum No. 1 which updates the Cost Proposal evaluation criteria under the Proposal Evaluation section of the RFP and adds a new criterion called 'Proposed Budget & Value.'](#)

Q5: [\(5A\)](#) Are the pilot Sunday service and the micro-transit services limited to City of Shasta residents? [\(5B\)](#) Would an eligible trip have either an origin or destination in the City of Shasta Lake? [\(5C\)](#) Or can a trip origin and destination both be outside the city limits of the City of Shasta Lake?

A5: [5A –The service area for the Sunday transit service demonstration project will likely be limited to a section of the RABA service area within the city of Redding. The micro-transit services for the city of Shasta Lake will be primarily geared towards meeting city of Shasta Lake resident's and employee transit needs. The service areas will be delineated as part of this study.](#)

[5B – Yes, it is possible that eligible trips may have an origin or destination in the city of Shasta Lake.](#)

[5C – It is possible that both a trip origin and destination may be outside the city limits of the city of Shasta Lake if the design of the service, including stops, would allow for this possibility. Further discussion on this would have to be explored during the project.](#)

Q6: "It sounds like SRTA is envisioning that the demonstration Sunday service and micro-transit system in Shasta Lake will **not** be operated directly by RABA but rather by SRTA or the City Shasta Lake (either directly or via contractor)?"

A6: [It is possible that RABA may provide the service or that SRTA or the city of Shasta Lake may independently operate their respective projects separate from RABA. Those options will need to be explored during the project and discussed with all respective agencies. Consultants are expected to make recommendations and propose one or more alternative to meeting project needs.](#)

Q7: "What role will RABA staff or board of directors have in this project?"

A7: [RABA staff is available to discuss all aspects of RABA operations \(including system capabilities\) and provide input regarding these projects and possible service options. The RABA board of directors will be involved when a decision needs to be made on services that impact or affect RABA's operations.](#)

Q8: "Regarding the proposal review process, are consultants expected to be ready to interview on such a short timeframe?"

A8: [As shown on the schedule, consultant interviews \(if needed\) will take place on February 17, 2017. We recognize this is a short turnaround. Consultants selected to interview will remotely present their proposal and answer interview panel questions. No in-person interviews will be allowed.](#)

- Q9: “Should the cost of the proposal be included with the proposal or put in separate folder?”
- A9: Proposal costs are one of the evaluation criteria as shown under Figure 2. Consultants should include the proposed costs of the project within the proposal.
- Q10: “The RFP indicates you have budgeted \$102,500 for the project. Is there a separate budget for each project? Are they one project budget?”
- A10: As indicated, a total of \$102,500 is currently budgeted in SRTA’s fiscal year 2016/17 Overall Work Program. Each project does have a separate budget line item, as follows:
- SRTA’s On-Demand Transit Project – \$60,000; and
 - City of Shasta Lake Micro-transit Project - \$42,500.
- However, consultants should consider their proposal as a total budget for both projects, but may indicate how much of the total budget is estimated for each project. See also question #3.
- Q11: “Can you please clarify the font size of the proposals?”
- A11: Proposals should use font size of 11pt or 12pt font.
- Q12: “The RFP indicates that there is a 35-page maximum for proposals, including attachments. Does this include employee resumes or can they be excluded from the 35-page maximum requirement?”
- A12: The 35-page maximum includes employee resumes for key staff. SRTA suggests that employee resumes be limited to 1-2 pages and that they highlight the most important projects, background and experience relevant to this RFP.