

ADDENDUM NO. 1

**Kansas City Area Transportation Authority
1350 E. 17th Street
Kansas City, Missouri 64108**

**Regional Vanpool Services for the KCATA
AdVANTage Vanpool Program
Project #16-8002-32**

Issue Date: March 21, 2016

This Addendum is hereby made a part of the Bidding Documents and Project Documents to the same extent as if it was originally included therein and is intended to modify and/or interpret the bidding documents by additions, deletions, clarifications or corrections. The Contractor shall acknowledge in the proposal the receipt of this Addendum.

QUESTIONS, COMMENTS AND REQUEST FOR CLARIFICATIONS

1. KCATA provided information in the RFP re: current policies, procedures, agreements, etc. Do you want the proposer to adhere to KCATA policies, procedures, agreements, etc., or is there room for use of the proposer's policies, procedures, agreements, etc., as long as they meet the overall goals and satisfy the Scope of Services?
 - A. **During negotiations with the successful firm, opportunities to update policies, procedures, agreements, etc. will be open for review and discussion.**

2. RFP states forty-two (42) KCATA owned vans support thirty-three (33) current vanpools. Please provide fleet information for these forty-two (42) vehicles... Make, Model Year, Seating configuration, Purchase Date, Current Odometer (with date of reading), source of funds for original acquisition, current ridership by vehicle, origin and destination.
 - A. **The fleet information is attached.**

3. Will KCATA provide the last two years of maintenance data/expense on the current fleet?
 - A. **A sample report is attached for review. KCATA request oil changes are completed every 3-5K miles and tire rotations every other oil change. Recommended services completed according to manual. Drivers are required to send in their receipts at the end of each month. Vehicles have been serviced at the Dealership as well as allowable services on the fuel card.**

4. RFP explains Evaluation Criteria, but does not provide information on a point system. Will a point system be used? If so, how will points be allocated?

4.6 Proposal Evaluation Criteria – DELETE THIS SECTION

REPLACE WITH THE FOLLOWING:

4.6 Proposal Evaluation Criteria:

Proposals will be evaluated by the evaluation committee on the following criteria. The combined technical factors are significantly more important than price. A total of 100 points can be awarded. The weighted areas are listed below in descending order of importance.

1. **Project Approach** – This factor includes the following: (30 points possible)
Respondents will be evaluated with respect to ability to respond quickly to requests, local contact points, type of vehicles supplied, marketing ability, etc. Transition plan from current ATA operated and owned to vendor operated and owned and ATA managed. How smoothly the transition would be handled.
2. **Financial Plan** – This factor includes the following: (25 points possible)
Respondents will be evaluated on how quickly you can respond to expansion and replacement of vehicles and how this will affect costs.
3. **Experience and Capability** – This factor includes the following: (20 points possible)
Respondents will be evaluated with respect to the experience of the respondent(s) and personnel assigned to the project both in terms of past efforts in this type of work and the quality and level of commitment to this project. Ability to demonstrate a high level of customer service. Management qualifications in terms of its ability, experience, and reliability in performing and managing work with a schedule and budget. History of working with public transit agencies including projects with FTA funding.
4. **Management Qualifications** – This factor includes the following: (15 points possible)
Qualifications of the respondent in terms of its ability, experience, and reliability in performing and managing work with a schedule and budget. History of working with public transit agencies including projects with FTA funding.

5. **Price – Price proposals will only be evaluated for the Offerors with the highest rated technical proposals. Price offers must be fair, realistic and reasonable. (10 points possible).**
6. It is very difficult to convey the information requested in 25 pages or less... Could this limitation be increased to 50 pages?
- A. The maximum allowance for information has been increased to 40 pages.**
7. Will KCATA allow co-branding? Please provide CAD specs and a visual representation of the expected vehicle decal placement.
- A. The KCATA is going through a region-wide exercise in rebranding all public transit providers to a single RideKC branding. Co-branding for the vanpool is not planned for the near future.**
8. Page 7 refers to “FTA Grant funds, e.g. (CMAQ)...” and page 25 states ”Contractor shall at all times comply with all applicable FTA regulations, policies,...” Given the reference to CMAQ funds, is it envisioned that FHWA funds are to be used to capitalize the program?
- A. The KCATA has made use of CMAQ funds in the past to capitalize the existing vanpool operation. All operations costs are borne by the participants. This RFP project, and the subsequent negotiations with the successful proposing firm, may provide changes to how the program continues.**
9. We are a privately held company and it is not our practice to publicly distribute the financial information of our company. How would KCATA recommend we proceed?
- A. If the RFP requires this information be provided, it should be provided. However, a meeting may be requested to be arranged for a private review of the audited financials with our Finance Department if the particular proposer warrants a meeting.**
10. The RFP asks for “Value of Work” on page 42 and “Annual Cost” for multiple years on page 43. Page 6 of the RFP suggests the program should grow from 33 to ~100 vanpools. Could KCATA provide an expected growth rate by year and by type of vehicle, so an “apples-to-apples” pricing comparison can be made.
- A. We are unable to provide an annual expected growth.**
11. Is KCATA tax exempt from federal, state and local taxes? And, should we include applicable taxes on a separate line?
- A. The Kansas City Area Transportation Authority is exempt from federal excise, federal transportation and state sales tax and such taxes shall not be included in the bid price. The KCATA will provide the successful Contractor with a Sales Tax**

Exemption Certificate and a copy of KCATA's letter of Exemption from Missouri Sales and Use Tax.

12. Is it the intent of KCATA to award to a single vendor, or is KCATA considering awarding to multiple qualified vendors in order to drive lower costs and higher service levels through competition?

A. Multiple contracts with multiple vendors are an option.

13. Please provide the current vanpool rate structure charged to participants in the program.

A. The current information is available on the RideKC.org website (Rider Guide, AdVANtage Vanpool Program).

14. Please provide information on volume and cost of Guaranteed Ride Home usage in the past 12 months.

A. This section of the Vanpool program is administered by a third party utilizing federal funds and both KCATA and riders are not charged a fee.

15. Are there currently any active vanpools with ADA accommodations?

A. Currently no vanpools have the need for ADA accommodations. One fleet vehicle has accommodations should the need arise. The KCATA's vanpool fleet must have the ability to respond to the need for accommodations.

16. What are the planned funding sources for the vanpool program under the new contract?

A. The KCATA has made use of CMAQ funds in the past to capitalize the existing vanpool operation. All operations costs are borne by the participants. This RFP project, and the subsequent negotiations with the successful proposing firm may provide changes to how the program continues.

17. Please provide the KCATA budget specifically for the first year of the new vanpool contract.

A. Not established at this time. Again, this RFP project, and the subsequent negotiations with the successful proposing firm may provide changes to how the program continues.

18. Please confirm that Buy America requirements will be enforced in this contract. If yes, please confirm the use and request for rates for minivans or should we provide pricing for other 7-passenger vehicles?

- A. If the KCATA utilizes any Federal funding for any component of the vanpool program, then the Buy America requirements must be adhered to. The KCATA is open to discussion of other options (lease, alternative funding, partnership funding, etc.) that will enable the program to move forward while potentially using minivans that currently do not meet Buy America standards. Please be prepared to outline a program of capitalization both with and without Buy America requirements.**

- 20. Please provide the current size of KCATA's staff that supports the program. What is the level of involvement of the KCATA staff in the ongoing marketing or operations of the program under the new contract?
 - A. The KCATA AdVANtage vanpool staff is currently one dedicated individual, with occasional assistance from supervisory staff. Additional marketing of the program may be a component of the future contract.**

RECEIPT OF ADDENDA

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Project #16-8002-32

Proposers shall return this RECEIPT OF ADDENDA form when submitting their bid. The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Bidder non-responsive.

We hereby acknowledge that the Addenda noted below have been received and all information has been incorporated into the Invitation for Bid as required.

Addendum #1 Dated _____ Date Received _____
Addendum #2 Dated _____ Dated Received _____
Addendum #3 Dated _____ Dated Received _____

Company Name _____ Date _____

Address/City/State/Zip _____

Authorized Signature _____ Printed Name _____

Telephone _____ Fax _____ Email _____