



**ADDENDUM No. 2 to:**  
REQUEST FOR PROPOSAL  
FOR THE OPERATION AND MAINTENANCE  
FOR  
DEMAND RESPONSE PUBLIC TRANSIT SERVICE  
RFP #19008-02-23-CG

Date Issued: June 20, 2023

**I. Instructions to Proposers:**

The following changes, responses and clarifications are considered as Addendum No. 2 and are hereby made a part of the contract documents. This addendum is hereby made a part of the RFP packet issued for the Operation and Maintenance for Demand Response Public Transit Service, and therefore must be attached to the proposal response from Proposers.

**II. Addendum No. 2:**

A. The RFP Due Date and Time change shall be made to this RFP in the Solicitation Information and Selection Schedule, Page 1. The RFP shall now be due July 7, 2023, by 3:00 pm (Arizona time).

B. The following changes shall be made to this RFP in Exhibit D, Item 1.15 Disadvantaged Business Enterprise (DBE). The section now reads as follows:

**1.15 Disadvantaged Business Enterprise (DBE)**

Does not apply to projects fully funded by the Tribal Transportation Program (TTP). It is the policy of the Agency and the United States Department of Transportation ("DOT") that Disadvantaged Business Enterprises ("DBE's"), as defined herein and in the Federal regulations published at 49 C.F.R. part 26, shall have an equal opportunity to participate in DOT-assisted contracts.

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable Updated March 2023 requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Agency deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible. 49 C.F.R. § 26.13(b).

Prime contractors are required to pay subcontractors for satisfactory performance of their contracts no later than 30 days from receipt of each payment the Agency makes to the prime contractor. 49 C.F.R. § 26.29(a).

Finally, for contracts with defined DBE contract goals, each FTA Recipient must include in each prime

contract a provision stating that the contractor shall utilize the specific DBEs listed unless the contractor obtains the Agency's written consent; and that, unless the Agency's consent is provided, the contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE. 49 C.F.R. § 26.53(f) (1).

B. The following change shall be made to this RFP in Exhibit E Disadvantaged Business Enterprise (DBE) Certification. Required Submittal: the DBE Certification form has been revised. Proposers shall include the revised DBE Certification form attached hereto.

### III. Responses and Clarifications

Questions, Comments and Updates	Responses
1. Is there flexibility to not require drivers to wear uniforms as part of their shifts? (6.6 Personnel, PP 2, page 44)	All drivers shall wear uniforms provided and in neat appearance at the Contractors expense. Contractors uniform policy is subject to City approval. Contractor shall ensure that designated personnel are provided with new uniforms and shall replace articles that show signs of wear and tear or damage.
2. Would Casa Grande be open to an independent contractor model that would allow the city flexibility and cost efficiencies in its hiring process for new drivers? (6.6 Personnel, PP 2, page 44)	Refer to Exhibit B, Article 1 – Definitions. Operations Employees: Bus drivers, mechanics, supervisors, dispatchers, and any personnel necessary to carry out services.
3. Would Casa Grande be willing to remove the \$50K proposal bond requirement with the RFP submission? (1.2 Minimum Qualifications, PP 2, Page 3)	No.
4. Would Casa Grande be willing to remove the 10% performance bond requirement with the RFP submission? (1.8 Performance Bond, PP 1, Page 7)	No.
5. Can you share more about your vision for how this On Demand service would provide emergency response support? (6.5 Special Events, Emergency/Disaster Response and other Ad Hoc services, PP 1, Page 43)	In the event of a natural or civil emergency, such as, flooding, a gas leak, fire or police activity, a bus may be requested to assist in evacuations or to transport personal to the event. In the event of a natural or civil emergency, such as, flooding, a major gas leak, fire or police activity, a bus may be requested to assist in evacuations or to transport personal.
6. What is the total budget that Casa Grande would set aside for the three year implementation outside the federal funding the City has received from FTA? (2.3 Funding Sources, PP 1, Page 33)	Per statute, the City of Casa Grande budgets annually.
7. Would Casa Grande be willing to extend the RFP due date by two weeks to 7 July 2023 to allow respondents to properly address any responses that result from inquiries due only about a week before the RFP due date? Given	The revised due date for the City of Casa Grande RFP #19008-02-23-CG shall be Friday, July 7, 2023, by 3:00 PM (Arizona time).

the physical shipment submission requirements of the RFP, the current timeline will only allow respondents a few days to incorporate new information. (1.3 D. Proposer Responsibilities, PP 1, Page 5)	
8. We respectfully request that Casa Grande allow for proposals to be submitted digitally (e.g. by email, portal upload or similar)? (1.3 E. Submittal Method, PP 2, Page 5)	Please refer to Section 1, Part 1.3, Item B of this RFP for submittal quantities requirements.
9. Due to hard copy submission requirements, proposers need a minimum of three days to print and ship their responses. We respectfully request that the City extend the proposal deadline to at least one week following the City's responses to proposer inquiries. The current deadline for inquiries is June 15 <sup>th</sup> , which would not give proposer's enough time to incorporate responses. (Cover page, Solicitation Information and Selection Schedule and 1.3.B Preparation/Submission of Proposal, pages 1 & 4)	See response to #7 above.
10. Will you consider all proposals be submitted electronically so that the due date could remain unchanged? (Cover page, Solicitation Information and Selection Schedule and 1.3.B Preparation/Submission of Proposal, pages 1 & 4)	See response to #8 above.
11. In 2.2.C Key Positions – 10 Points, page 13, is it a requirement that the Project Manager be 100% dedicated to this project?	The Project Manager shall be at least 50% dedicated to this project. The Project Manager shall respond to calls and emails the same day, attend weekly meetings, pre and post start up, and attend all Transit Advisory Committee meetings.
12. The Sample Link Contract, in 5.1, page 20, ties increases to the CPI for the two option years. The successful contractor will need to buy two vehicles for year 5. Please allow for negotiation that will cover the increased capital cost.	Yes, bicycle racks are required for all revenue vehicles.
13. We are considering making use of an offsite call center and the Scope of Work, Article I – Definitions, page 28 Dispatch: <i>Facility where Contractor personnel assign and manage resources to provide CITY transit services and receive customer telephone calls</i> , seems to dictate that the call center be in Casa Grande. We are considering making this process work through our call center in Tucson. Will this be acceptable?	Yes, an off-site Dispatch or Call Center would be acceptable provided it is manned with appropriate staffing during Casa Grande LINK published service hours. Contractor call center personnel shall be familiar with Casa Grande LINK policies and procedures and general information.
14. In 3.1 Transit Vehicles, page 34, “Bicycle racks should be provided on all vehicles” –	Yes, the City is requiring that all revenue vehicles be equipped with a bicycle storage rack.

Please state whether this is a requirement or is an option.	
15. In 5.18 Vehicle Cleaning & Disinfecting Requirements, pages 5 & 51, it seems that you are requiring buses to be washed daily, prior to revenue service. We have found that weekly bus washing keeps a fleet sharp and professional in appearance. Please consider a change to this requirement.	Revenue vehicles shall be washed at any interval, but not less than weekly, to meet the requirements as described in section 6.18 Vehicle Cleaning and Disinfecting Requirements, Page 50-51.
16. In 6.21 Liquidated Damages, Liquidated Damages & Contract Violations Schedule, page 54, \$500 per incident, Scheduled trip is not provided due to CONTRACTOR errors, no drivers available, late employee, etc., is this for a bus's daily run or for an individual ride?	This LD applies to each missed trip.
17. The DBE certification on page 93 seems to be a required submittal. The submittal from page 16, Section 4: Proposer Information Form asks us to state whether we are a DBE or not. We will be stating that we are not. Do we need to submit the DBE certification form on Page 93?	Yes, the DBE Certification form is required per 49 CFR Part 26. The DBE Certification form has been revised. Attached with this document find the revised DBE Certification form.
18. Can we utilize the spare revenue vehicle for road supervision and staff shuttling, such as road reliefs, and use the fuel at the city pumps as we would in revenue service? Page 35, 3.5 Fuel (Revenue Vehicles)	The Contractor shall provide support vehicles for non-revenue activities. City will allow a revenue vehicle to be used to 'shuffle employees' for driver reliefs and to fuel.
<b>CLARIFICATIONS</b>	
19. Suggestions offered to the Sample Casa Grande LINK Contract.	Any requested changes to the Sample Casa Grande LINK Contract will be negotiated with the selected Proposer.

Deborah Brunner,  
Transit Manager, City of Casa Grande

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION**  
Revised 6-19-23

All Proposers are required to complete and certify compliance with requires of 49 CFR Part 26 Participation by DBE in DOT Programs.

**DBE COMPLIANCE CERTIFICATION**

I hereby certify that the Offeror has complied with the requirements of 49 CFR Part 26,

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_