

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

REQUEST FOR PROPOSALS NO. 21-DES-RFP-217

ADDENDUM NO. 1

Arlington County Request for Proposals No. 21-DES-RFP-217 for Capital Bikeshare Operations and Maintenance Services is amended as follows:

1. Attachment A Cost Proposal Form is **deleted** in its entirety and **replaced** with Attachment A Cost Proposal Form_rev. 1

The following are answers to the questions received in response to Arlington County's Request for Proposals No. 21-DES-RFP-217 for Capital Bikeshare Operations and Maintenance Services:

1. **Question: When will operator selections be made?**

Answer: Please reference Section II. Information for Offerors, Solicitation Schedule. As the Contract Award date is To Be Determined (TBD).

2. **Question: SERVICE DELIVERY. Do ebikes count towards the 49%-51% bike dock ratio?**

Answer: Dockless ebikes will count as half of a bike towards the bike-to-dock ratio at the start of the contract. As ebikes are relatively new to Capital Bikeshare, the Member Jurisdictions may adjust this ebike ratio as more data is collected and operational experience gained.

3. **Question: Do ebikes parked in stations count towards rideability?**

Answer: Yes.

4. **Question: Do ebikes count towards the SLA, "at least 90% of bikes will be deployed at any given time"?**

Answer: Yes.

5. **Question: CONTRACT. Can you please share the Arlington County Purchasing Resolution and County Policies referenced in Section 37 (pdf 55)?**

Answer: The Arlington County's Purchasing Resolution is available on the Purchasing Division's webpage located at <https://budget.arlingtonva.us/purchasing/>, under the header labeled "Arlington County Procurement Process."

6. **Question: Would the MJs consider agreeing to one jurisdiction and venue in the event of a dispute?**

Answer: No.

7. **Question: For the purpose of facilitating exceptions to the terms and conditions pursuant to Part II, Section 14 of the RFP, can you share a Word version of the RFP**

Answer: No.

8. Question: COST PROPOSAL. Can vendors propose multiple cost proposals?

Answer: Vendors may provide cost proposals in addition to, but not instead of, the ones listed in the cost proposal form.

9. Question: Must all cost proposals follow the same format as Attachment A? E.g. can vendors add additional fields or remove fields (like a No rebalancing scenario) should the vendor not wish to offer?

Answer: Vendors may add fields and/or not respond to specific fields.

10. Question: Can vendors provide a narrative to accompany each cost proposal that will be considered alongside review of each cost proposal?

Answer: A brief narrative is fine.

11. Question: Would Capital Bikeshare member jurisdictions consider a combination of O&M fees and revenue share?

Answer: Vendors may include a revenue-sharing model option in addition to, but not instead of, the standard O&M fee model.

12. Question: Does Capital Bikeshare plan to own all hardware - including stations, pedal bikes, and ebikes?

Answer: As the forthcoming corporate sponsor's logo will appear on stations, pedal bikes, and/or ebikes depending on the respective Member Jurisdiction, the Member Jurisdictions likely will own all equipment. However, ownership of some equipment by the vendor that fully meets the needs of the Member Jurisdictions would be considered.

13. Question: Marketing is referenced as an optional field in the monthly cost proposal, does this mean that the cities are open to the O&M operator proposing to take over some marketing responsibilities as well?

If so, how would this interact with marketing contracts at the jurisdictional level?

If not, is the intent for each jurisdiction to be responsible for their own marketing initiatives and assets within their geographic area?

Answer: Marketing is not part of this RFP. Please reference the amendment above, which corrects the Cost Proposal Form to reflect the removal of the Marketing line item.

Yes, the intent is for each Member Jurisdiction to be responsible for their own marketing initiatives and assets within their geographic area.

14. Question: COOPERATION AND COORDINATION WITH ASSOCIATE CONTRACTORS. What is the definition of "associate contractor"

Answer: From the Definitions section: "Associate Contractor" means a contractor that is under a separate agreement connected to the operation of the Capital Bikeshare service. These contractors will provide equipment, software, or marketing services for the Capital Bikeshare service.

15. Question: Who are Capital Bikeshare's current "associate contractors?"

Answer: The current Associate Contractors are as follows:

- Operator: Lyft / Motivate
- Stations: Lyft Canada
- Bikes: Motivate International, PBSC Urban Solutions
- Marketing: Lyft, Destination Sales & Marketing Group, Foursquare Integrated Transportation Planning
- Planning: MetroBike

16. Question: Would it be possible to identify one employee from each associate contractor to act as the point of contact for all requests?

Answer: We will provide the contact information for the respective employee(s) at each Associate Contractor.

17. Question: DEFINITIONS. How is a "Project Officer" different from the current "Program Manager" ?

Answer: While "Program Manager" isn't a defined term in the RFP, in effect, it is the same role.

18. Question: The RFP states that "each Member Jurisdiction will have its own Project Officer." Can you confirm that this is one (1) city/county employee per jurisdiction?

Answer: Yes.

19. Question: PAGE LIMITS. DDOT reference page limitations in Section V. Proposal Requirements (page 39), but no page limitations are further referenced. Will DDOT set a page limit for this RFP?

Answer: No.

20. Question: TIMELINE. Would the MJs consider extending the deadline for the question period, to allow for a deep review of the proposed contract terms and conditions? With Thanksgiving around the corner, an extension would help give more time for analysis.

Answer: No.

21. Question: VENDOR SELECTION Could you please outline the process for how the 7 Member Jurisdictions will select the vendor? Does each Member Jurisdiction have its own "SAC" and does each Member Jurisdiction have an equally weighted vote?

Answer: Please reference Section I. Introduction to Evaluation Process. Additionally, there is one SAC comprised of Member Jurisdiction representatives, and each member has an equal vote. The scores of all SAC members' will be included in the Offerors' total scores.

22. Question: Will the vendor have the option to upgrade and/or replace all or part of the bike fleet and stations, at own cost? 2. Please provide more details related to the items listed in the cost proposal including station refurbishment tasks.

Answer: The Member Jurisdictions would consider a proposal to upgrade and/or replace all or part of the fleet and stations at the vendor's cost.

The updated Cost Proposal Form includes fields for station refurbishment. Based on this, the detail provided in section 4.K.9 of the RFP seems sufficient.

- 23. Question: MARKETING.** Marketing is referenced as an optional field in the monthly cost proposal, does this mean that the cities are open to the O&M operator proposing to take over some marketing responsibilities as well?

If so, how would this interact with existing marketing contracts at the jurisdictional level?

If not, is the intent for each jurisdiction to be responsible for their own marketing initiatives and assets within their geographic area?

Answer: Marketing is not within the scope of the RFP. Please reference amendment number one above.

- 24. Question: TIMELINE.** Given these extraordinary times, would the MJs consider extending the submission deadline by 5-6 weeks, to grant vendor teams a bit more time for thoughtful review and development of their RFP responses?

Answer: No.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

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RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:

OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.

FIRM NAME: _____

**AUTHORIZED
SIGNATURE:** _____ **DATE:** _____

ATTACHMENT A

COST PROPOSAL FORM rev. 1

	Cost Per Dock Per Month				Cost Per E-bicycle Per Month	
Operations & Maintenance	rideability rebalancing	3-hour rebalancing	3-hour rebalancing with 50% discount for 24+ Docks	no rebalancing	Docked E-bicycle	Dockless E-bicycle
Operations & Maintenance -- Inclusive of station software; Backend Software; and web license, hosting, and maintenance						
Station & Technical Platform Movement	Cost					
Station installation/relocation by boom truck (up to 27 Docks)						
Station installation/relocation by boom truck (28 Docks or more)						
Station/Technical Platform relocation by pallet jack (up to 27 Docks)						
Station/Technical Platform relocation by pallet jack (28+ Docks)						
Technical Platform installation/relocation by boom truck, on day with other install(s)/relocation(s) (up to 19 Docks)						
Technical Platform installation/relocation by boom truck, no other same-day install(s)/relocation(s) (up to 19 Docks)						
Technical Platform installation/relocation by boom truck, on day with other install(s)/relocation(s) (20+ Docks)						
Technical Platform installation/relocation by boom truck, no other same-day install(s)/relocation(s) (20+ Docks)						
Technical Platform relocation by pallet jack, on day with other install(s)/relocation(s)						
Technical Platform relocation by pallet jack, no other same-day install(s)/relocation(s)						
	Administrative Tasks	Field/Labor Tasks	Other (please specify)			
Hourly rate for not included work						
	1-4 hours with Station	5-8 hours with Station	1-4 hours without Station	5-8 hours without Station		
Bike Corral						
Station Refurbishment	Cost					
Refurbishment of Technical Platforms on a Station with 15 Docks or fewer						
Refurbishment of Technical Platforms on a Station with between 16 and 27 Docks						
Refurbishment of Technical Platforms on a Station with 28 Docks or more						
Equipment and labor for the replacement of one Dock door						
Organization Name: _____ Authorized Signature: _____ Name Printed and Title: _____						