



CITY OF BURLINGTON

“Connecting the Triad & the Triangle”

Michael R. Nunn, AICP
Director of Transportation

Addendum No 1 1-25-2023

RFP for Preparation of a Five Year Transit Development Plan and Transit Facility Study

Responses to Questions related to Solicitation of

To: Prospective Bidders

This addendum containing the following additions, clarifications, and/or changes, is issued prior to receipt of bids/proposals and does hereby become part of the original specifications and documents and supersedes the original specifications and documents in case of conflict. Receipt of this addendum must be acknowledged by signing in the area indicated below. This addendum must be signed and returned with your bid/proposal. In the event that your bid/proposal has been mailed prior to receiving this addendum, you may submit the addendum in a second envelope or email clearly marked as an addendum #1 to be attached to “City of Burlington RFP Solicitation of Preparation of a Five Year Transit Development Plan and Transit Facility Study. This addendum and bid response must be received by February 17th, 3 p.m., 2023. Failure to do so will result in the disqualification of the corresponding bid.

Please refer to the subject bid proposal and make the following changes or clarifications:

The City’s response is in RED.

1. Insurance requirements in the RFP on page 7, item 13 ask for excess liability amounts of \$5M per occurrence and \$10M aggregate. These levels are typically required on construction contracts. Is the City of Burlington open to the allowance of lower insurance levels for companies that only provide professional consulting services?

Yes, the City will agree based on the following:

- Add the City as an additional insured to the General Liability.
- Provide evidence of Workers Compensation, if the Proposer intends to have employees that come visit or work in Burlington for the project. A Waiver of Subrogation added language in favor of the City should be added.
- The new lower amounts are:

13. INSURANCE: *Certificates for Workers Compensation, General Liability and Vehicle/Equipment Insurance will be required and submitted as part of the contract awarded to*

vendor. The Contractor, at its own expense, shall keep in force and at all times maintain during the Agreement:

<i>Insurance Type</i>	<i>Each Occurrence</i>	<i>Aggregate</i>
<i>General Liability</i>		
<i>Bodily Injury & Property Damage Combined Single Limit</i>	<i>\$1,000,000</i>	<i>\$4,000,000</i>
<i>Automobile Liability</i>		
<i>Bodily Injury & Property Damage Combined Single Limit</i>	<i>\$1,000,000</i>	
<i>Professional Liability</i>		
<i>Bodily Injury & Property Damage Combined Single Limit</i>	<i>\$2,000,000</i>	<i>\$2,000,000</i>
<i>Excess Liability</i>	<i>\$2,000,000</i>	<i>\$3,000,000</i>

2. Will proposer interviews, if held, be in-person or virtual?

Virtual.

3. What was the total ridership by mode in FY 2021/22?

101,401 fixed route, 5,804 paratransit.

4. How many vehicles are currently required to operate the Link Transit service?

5 at peak for Fixed Route, 2 at peak for paratransit.

5. What is the composition of the current transit fleet?

7 Arboc Sprit of Mobility, 3 leased vehicles from Transdev for paratransit.

6. Does Link Transit have automatic passenger counters (APCs)?

Yes

7. What bus tracking system is being deployed in January 2023?

GMV Syncromatics

8. The RFP (page 28) says there will be “two public involvement opportunities for the general public,” and each will consist of two meetings in four communities/locations. Does this mean one meeting in each of the four locations/communities (for a total of four meetings)? Or two meetings in each location/community (for a total of eight meetings)?

Two meetings in each community for a total of eight meetings.

9. Is “possible involvement opportunities” defined solely as public meetings? Or may other types of public outreach/engagement activities be included as well?

Yes.

10. Are the Burlington city council and PTAC meetings included within the “five final presentation meetings” (RFP page 28)? Or are they in addition to the five presentations (for a total of seven)?

Included in the five.

11. Will presentations be in-person or virtual?

For now, either option is available, maybe subject to change.

12. Are the two presentations to the Burlington city council and PTAC listed under Task 2 the same as the two presentations noted on page 28 of the RFP?

Yes.

13. Should the “five final presentations” (page 28) take place during Task 2?

Yes.

14. Regarding the transit facility – is this for a combined facility inclusive of transit administration, operations, fleet maintenance, fleet parking, fueling, and transit rider transfer plaza/hub or are they separate?

The facilities would stand alone.

15. Has any preliminary siting work been conducted for the facility? If so, will this be shared with the successful proposer?

None.

16. Has a not-to-exceed budget been established? If so, what is it?

None.

17. Must a DBE be certified by NCDOT in order to count toward the DBE goal, or will certification by another state or entity be accepted?

Either or.

18. Do the insurance requirements only apply to the prime contractor and not any subconsultants we may have? The requirements are a bit high for some smaller firms to meet.

Only the prime.

19. Is there a general budget range for this study?

\$150,000 to \$200,000.

20. What is the project DBE goal?

The required goal for DBE participation in this solicitation is 0.11%. See Page 10.

21. So if the prime/lead contractor has the appropriate insurance, we as a subcontractor on the team are fine? To be clear, we do have insurance, just not to the prescribed limits.

Yes.

22. What are you looking for in our response for the Appendix items listed on page 38? Items 1, 13 and 14 are straightforward; unsure what is needed for the other items?

Disregard items 3-12. That was placed in error.

Required Elements for Appendix - The appendix must include the following items:

1. Proposed Project Schedule: Proposed schedules may begin as soon as April 3, 2023 and should detail all activities necessary to complete the Scope of Work. Activities may include but are not limited to:

2. Contract Negotiations

3. Monthly Updates (via telephone or in person) to BGBGMPO TAC, PTAC and City of Burlington

4. Resumes or list of Personnel: Detail who will be assigned to work on the project (including titles, education, and/or work experience).

5. The Price Proposal with price data shall be provided in the format in Section IV.

23. I just came across this project advertised by BGMPO and it seems to have a lot of similarities/overlap with the project advertised directly by the MPO. Am I missing something? READVERTISEMENT_BGMPO Regional Transit Feasibility RFLOI_010423.pdf (ncdot.gov)

Two separate projects. This project is Link Transit focused. BGMPO's project is regional in nature. The selected consultant will provide Link Transit data for BGMPO's regional transit plan effort.

24. Regarding the price proposal (P. 17) would the City please consider reducing the to just two line items: (1) Prepare/Publish Transit Development Plan and (2) Prepare/Public Transit Feasibility Study? DISCUSSION: At the end of the day, the Consultant will be

held to a firm fixed price. There is a lot of overlap in how we would structure pricing for each sub-element and it would be a lot of effort to do a detailed breakdown.

We would like to see a breakout to get an understanding on each task.

25. Would the City please consider the extending the due date to Friday, February 17?
DISCUSSION: The skills and disciplines needed to develop part 1 (TDP) and (2) facility study are very different and will take some time to reach a teaming arrangement.

We can extend to Friday, February 17th, 2023 at 3:00 p.m. Eastern Standard Time.

No other changes

All other specifications, terms and conditions remain as required in the initial Request for Bids.

Respectfully,

John Andoh

John Andoh, CPM, CCTM
Interim Transit Manager

I have read and acknowledge receipt of Addendum No. 1

Company: _____

Date: _____

Name: _____

Signature: _____