



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

INVITATION TO BID NO. 24-DES-RFP-411

ADDENDUM NO. 1

Arlington County Invitation to Bid No. 24-DES-RFP-411 for car sharing services is amended as follows:

- I. ELECTRONIC SEALED BIDS WILL BE RECEIVED BY ARLINGTON COUNTY VIA VENDOR REGISTRY UNTIL 5:00 P.M. ON MONDAY, FEBRUARY 26TH, 2024.**

Arlington County Invitation to Bid No. 24-DES-RFP-411 for car sharing services received the following questions:

1. Are there specific neighborhood characteristics the County would like to focus on initially, or is the goal to provide access to carsharing to as many residents as possible?
 - a. The aim is to offer car-sharing options in all parts of the county, ensuring fair and inclusive access. Arlington County is committed to expanding car-sharing access to as many residents as possible, but focus area is to ensure the program is successful and reaches those who need it most such as neighborhoods dependent and/or with limited public transportation access and have low car ownership. For more guidance, please see "V: PROPOSAL REQUIREMENTS", specifically "6. EQUITY"
2. Will host sites all be in public lots and ROWs, or could community sites (YMCA, churches, schools, etc.) also be considered for host sites?
 - a. All spaces will be in public lots or ROW (e.g., on-street parking).
3. Definition of Subcontractor: How does the city define a subcontractor in the context of this RFP?
 - a. Per the § 2.2-4347. Code of Virginia, "Subcontractor" means any entity that has a contract to supply labor or materials to the contractor to whom the contract was awarded or to any subcontractor in the performance of the work provided for in such contract.
4. Process for Switching Subcontractors: What is the prescribed process for switching subcontractors during the contract period?
 - a. There is no process required unless they are mentioned and included in your proposal.
5. Insurance Requirements (Point 13): Could you specify the insurance requirements for car sharing operators, particularly in reference to Point 13?
 - a. The insurance requirements are outlined in paragraph 51. of section VI. of the Contract Terms and Conditions.
6. Proof of Insurance Submission: At what stage of the bidding process and contract award is it required to submit proof of insurance?
 - a. At the time of contract award.
7. Scope of Services (Section 4 - 2.1): Could you confirm the quarterly charge per vehicle as outlined in Section 4 - 2.1?

- a. The offeror is requested to propose vehicle fee to be paid to the County based on services in proposal. As noted in the RFP, "If the [proposed] offer is \$224 per vehicle annually, the quarterly fee amount is \$56 per vehicle [to be paid to the County], which is the annual fee divided by four".
8. General Operations (Section 3.1): Does Section 3.1 pertain only to reserved parking spaces, or does it include both reserved and non-reserved spaces?
 - a. Section 3.1 pertains to both reserved-space and free-floating car-sharing services.
9. City Support in Marketing (Section 3.2): How does the city intend to support car sharing operators in their marketing efforts? Is there a specific plan in place?
 - a. Arlington County's plan of action is to run general campaigns promoting car-sharing alongside other sustainable transportation options. This could include public service announcements (PSAs), social media initiatives, and events. Please note this is subject to chance and any marketing support will be done in collaboration with the Department of Environmental Services' Communications team.
10. Logo Requirements (Section 3.4 B.A): Could you define the minimum requirements for the logo, as mentioned in Section 3.4 B.A?
 - a. The car-sharing vehicle logo must be clearly visible, day and night, to allow quick identification by enforcement. The logo should be large enough to be easily recognizable from a distance.
11. Coordination with F2M (Sections 3.4 G and 3.5 G): Will there be an assigned person to coordinate with F2M, as indicated in Sections 3.4 G and 3.5 G?
 - a. The Project Officer will be the assigned person to help to coordinate process for contesting erroneous tickets, as well as coordinate relocating free-floating car-sharing vehicles in collaboration with Arlington County Police Department.
12. Vehicle Movement Notice Period (Sections 3.5 G/B): Is it possible to extend the notice period for vehicle movement to 72 hours, as suggested in Section 3.5 G?
 - a. For Section 3.5 G, the expectation is that any relocation request will be initiated within 24 hours.
13. Valid Reasons for Vehicle Movement (Section 3.5 G/B): Could you provide more specific criteria or examples of valid reasons for moving a vehicle within the specified 24 hours?
 - a. For the relocation of free-floating vehicles from the public ROW, the criteria can include, but is not limited to:
 - Emergency situations: This includes responses to accidents, fires, or other public safety incidents that require immediate action and potentially impede traffic flow.
 - Emergency work/construction activities: Non-planned construction projects that necessitate temporary or permanent removal of vehicles from designated parking areas.
 - Public events: Large-scale gatherings or events requiring temporary adjustments to traffic flow or parking availability.
 - Public safety violations: Vehicles parked illegally or causing obstructions may be relocated to ensure safety and compliance with regulations.
14. ETIMS for Virginia: Is there an Electronic Transportation Infrastructure Management System (ETIMS) specifically for Virginia?
 - a. Not applicable to this solicitation.
15. Roles and Responsibilities Clarification: Could you provide further clarification on roles and responsibilities, particularly regarding Section 4.
 - a. All roles and responsibilities are specified in "IV. SCOPE OF SERVICES", under "III. GENERAL OPERATIONS", as it relates to "Project Management and Administration," "Marketing and Recruiting Activities," "User Validation, Vehicle Reservations, and Billing", "Service Offerings," "Vehicle and Fleet Management," "Vehicle Placement," and "Service Expansion." For "RECORDS/REPORTING", as noted in RFP, "while the Mobility Data Specification (MDS) with its API format is the preferred data format, other formats like Excel (XLS) and Comma-separated values (CSV) are acceptable."

16. Exceptions to Non-Mandatory Contract Terms: Are there any exceptions to the county's non-mandatory contract terms and conditions, and if so, could you please clarify?
 - a. Exceptions to the non-mandatory terms are submitted by the offeror with their proposal.
17. Cost Proposal (Section 8): As per point 6, the cost proposal is not part of the evaluation. Does this imply that there is no minimum amount for the cost proposal, and is the city indifferent to the proposed amount per Section 8?
 - a. Yes, the cost proposal is not part of the evaluation, but it is the expectation that the cost proposal would be reasonable and reflect the market value for having restricted access to the public ROW.
18. Fees Associated with Per Trip: Are there any fees associated with each trip, and if so, could you please provide details?
 - a. No, there are no fees associated with each trip.
19. City Payment for Services: Will the city cover any services, and if yes, could you specify which services are covered?
 - a. The County will be providing permanent signage in the public ROW for reserved car-sharing services, temporary signage for any relocated reserved-space locations as well as the County's car-sharing sticker, as described in the General Operations section under Vehicle Placement, on each vehicle in the car-sharing fleet.
20. Agreement Unrelated to Car Sharing Services: The attached agreement seems unrelated to car sharing services. Could you confirm if this is the correct document?
 - a. This is the correct document. It is the standard Arlington County agreement included in our solicitations that all Contractors will sign. This document is not intended for construction and is relevant to this solicitation.
21. Minimum Number of Cars: Is there a minimum number of cars that must be included in the car sharing fleet?
 - a. No, there is not a minimum number of cars, but the expectation is that the fleet would be provided for reserved-space and/or free-floating service to Arlington County residents would be reasonable and be able to be maintained.
22. Vehicle Plating with Virginia Plates: Due to operational considerations, we may not guarantee all vehicles to be plated with Virginia plates. Is this acceptable?
 - a. Yes.
23. DCA Airport Parking: Are there any limitations on how close cars can be parked at DCA airport? Will there be designated parking spaces for car sharing within the airport premises for both station-based and free-floating models?
 - a. No, there will not be car-sharing provided via this contract within the airport premises for either reserved-space or free-floating car-sharing services.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Lucas Alexander, VCO, VCA
Procurement Officer

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

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____