



CITY OF CONROE, TEXAS

REQUEST FOR PROPOSALS FOR
CONROE CONNECTION TRANSIT SERVICE

Solicitation No. 2027-2016	Addendum No. 3	Date of Addendum: July 26, 2017
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Please acknowledge the following change to the RFP and responses to questions received by the City regarding the solicitation referenced above.

1. PART III, INSTRUCTIONS, Section 11, Proposal Requirements, paragraph 11.3.7, References (Tab 6)

Replace the text under this paragraph with “Tab 6 is not used for Responses to Solicitation No. 2027-2016.”

2. PART III, INSTRUCTIONS, Section 11, Proposal Requirements, paragraph 11.3.8, Respondent Information Form (Tab 7), sub-paragraph 11.3.8.6, References

Add the following text to this sub-paragraph.

“The Respondent shall provide at least three (3) references within the last five (5) years on the Respondent Information Form (**Exhibit N**) for which the same or similar Service has been provided. Provide the information listed in the References section of the form. The City will conduct reference checks to verify service and validate Respondent’s performance. The City may remove Proposers with failed performance from consideration for contract award. **Failing to provide verifiable references may result in the Respondent being non-responsive and removed from consideration for contract award.**”

3. RESPONSES TO PRE-PROPOSAL CONFERENCE AND RESPONDENT QUESTIONS

Answers to Questions from the Pre-Proposal Conference on July 14, 2017

1. **Q:** On the fixed route and ADA, does the contractor provide service and maintenance on those vehicles?
A: Yes.
2. **Q:** On the vehicles, if there are added routes, is there a stipulation on the age, mileage, and look of the vehicle?

- A:** On the exterior, there needs to be appropriate branding. See Part IV for branding requirements. Age of the vehicle can be as old as 2012. City of Conroe will inspect any vehicle and approve the use of the vehicle before it goes into service.
3. **Q:** On vehicle replacement, if we replace a vehicle in year 4, do we work on the pricing then? How is the pricing handled?
A: The amortization should be built into the vehicle options listed on the price proposal form, Exhibit O.
4. **Q:** Provide clarification for commuter bus service start date.
A: Start date is proposed for October 30, 2017. All schedules are subject to change by the City.
5. **Q:** Do we need to provide audited financial statements?
A: Yes or request deviation.
6. **Q:** What kind of fixed route bus vehicles is the City currently operating?
A: Four (4) 2014 Glaval Titan II 28-foot, low floor buses, average mileage 40,000, in good condition, and considered a 7 year vehicle according to Exhibit P, vehicle inventory.
7. **Q:** How many vehicles is Conroe providing?
A: Four (4) 2014 Glaval Titan II 28-foot, low floor buses and two (2) Dodge Caravans
8. **Q:** What is the ridership on the fixed route?
A: See RFP Section IV, Scope of Services, paragraph 2.1.3 (page IV-2).
9. **Q:** The City vehicles are parked at South Frazier?
A: Yes, this is Ride Right's facility and if someone else takes over, they will need to find a new location for storing City vehicles.

Answers to Questions from Amy Ritchie, Proposal Director, Ride Right LLC

1. **Reference:** Page IV-17, Section 4.3 Contractor-Furnished Vehicles, 4.3.7.4
Q: The RFP requires the commuter buses to have 3 axles, meaning "Over the Road" type coaches, which are typically significantly more expensive than 2 axle fixed route type buses. Would the City consider 2 axle buses with forward facing seats (not perimeter seating) for this service as an alternative?
A: Respondents may propose alternate vehicles and pricing for the vehicles on Exhibit N, Respondent Information Form, under "Exceptions/Substitutions". The Price Proposal Form, Exhibit O, must provide pricing for the vehicle specified in the RFP.
2. **Reference:** Page IV-19, Section 4.5 Safety Equipment, paragraph 4.59
Q: Please clarify if the City or the contractor is required to provide the 6-camera interior and exterior video monitoring system?
A: Under the reference specified, the Contractor is required to maintain interior and exterior cameras on City-furnished and Contractor-furnished vehicles. All

Contractor-furnished vehicles must include interior and exterior cameras as specified in Exhibits T and U.

3. **Reference:** Page G-11, Section 28. Disadvantaged Business Enterprises
Q: Please clarify if there is a specific DBE goal assigned to this solicitation.
A: The City has a race-neutral DBE “program” goal of 5.5%, so the respondents are encouraged to strive for this goal; however, respondents are not required to submit any documentation to demonstrate a “good faith effort” to meet the goal.

4. **Reference:** Page O-2, Exhibit O, Price Proposal Form
Q: Will the City please provide a price proposal form in MS Excel?
A: See Addendum #2 at <http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

5. **Reference:** Page O-2, Exhibit O, Price Proposal Form
Q: The revenue hours detailed in the RFP represent a significant increase in hours over the current level of hours (more than 3,800 annual hours of additional time). Please confirm that the City expects to pay the contractor annually for approximately 6,200 hours for fixed route, and 6,200 hours for Paratransit? The largest increase would be for the Paratransit services compared to the current year annual projections. The RFP states that the City plans to expand service by a single route and a single vehicle during Year One of the contract and by an additional route and vehicle during Year Two of the contract. Does the City project the 6,200 hours to be total after the second addition in Year Two, or will it be 6,200 in Year One, and another total in Year Two?
A: The revenue hours for existing service, 6,200 hours for fixed route, and 6,200 hours for Paratransit, are the maximum number of hours per year for each service. The City is planning to add one (1) fixed route, which would add up to 3,100 revenue hours per year for fixed route service, in year one of the contract. The addition of a new fixed route will require expansion of complementary ADA paratransit service. The City is expecting the revenue hours per year for expanded paratransit not to exceed 3,100 revenue hours per year. This scenario is repeated in year two of the contract for the addition of another fixed route (approximately 3,100 revenue hours per year) and the associated paratransit service (approximately 3,100 revenue hours per year).

Answers to Questions from John Ferrari, AFC Transportation

1. **Q:** What is the current rate that is being paid to the current transportation contractor and provide original rate and any incremental increases over the contract years for all the different services performed.
A: See the current contract for Fixed Route Bus Service with ADA Complementary Paratransit Service, which is posted at <http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

2. **Reference:** Part IV, Scope of Services, paragraph 2.1.3 and Part I, General, paragraph 2.2.4

Q: Section 2.1.3 showed projection of revenue hours of 6,217.41. In section 2.2.4 & 2.2.5 of I-2 it shows 6200 revenue hour each totaling 12,400 revenue hours. What is the actual estimated revenue hour for the next contract term year?

A: From October 1, 2015 to September 30, 2016, the fixed route service operated 6,217.41 revenue hours. Over the course of the contract, the City expects to add two (2) fixed routes for a total of approximately 6,200 additional revenue hours. The City plans to add an additional fixed route (approximately 3,100 revenue hours per year) during year one of the contract and additional fixed route (approximately 3,100 revenue hours per year) during year two of the contract. The estimated revenue hours for year one of the contract are 6,200 for fixed route service and 6,200 for ADA paratransit service. The City may exercise an option to add one (1) fixed route (up to 3,100 revenue hours) with additional ADA paratransit service (up to 3,100 revenue hours) during year one of the contract.

3. **Reference:** Page IV-3 paragraph 2.1.6

Q: Page IV-3 section 2.1.6 – who is to own the fixed route service vehicles if contractor changes out vehicles at their own expense at the end of the contract term?

A: Contractor.

4. **Reference:** Page IV-5 paragraph 2.2.6.2

Q: Page IV-5 section 2.2.6.2 – who is to provide the software management tool to manage all passengers and reporting, City or Contractor?

A: Contractor.

5. **Reference:** Page IV-5 paragraph 2.2.6.2

Q: Is there a specific software system requirement?

A: No.

6. **Reference:** Exhibit B, Table B.3, Commuter Bus Service Schedule

Q: B3 – confirming that the requirement is 6 motorcoaches to be utilized for the commuter bus service?

A: In Table B.3, there are six (6) AM runs and seven (7) PM runs. The Respondent must specify in their proposal how many motorcoaches are required to provide reliable commuter service for this number of runs.

7. **Reference:** Page IV-8 paragraph 2.6.1

Q: Page IV-8 section 2.6.1 – if contractor elects to park vehicles at the park and ride facility – will the city allow our operators to park their vehicles they're while the operations are occurring and if so will there be a cost and if there is a cost what is that cost?

A: Yes and at no cost.

8. **Q:** Are the fare boxes provided by the City?

A: Yes, on City-owned and furnished fixed route transit vehicles.

9. **Reference:** Part IV, Scope of Services, Section 4, Transit Vehicles, paragraph 4.3.4, General Vehicle Technical Specifications, sub-paragraph 4.3.4.10

Q: Are fare boxes required for the commuter service “Coaches”?

A: Yes, see reference.

10. **Q:** How many vehicles does the contractor need to provide?
A: As many vehicles as a Respondent proposes to provide safe and reliable service for fixed route with complementary ADA paratransit service and commuter bus service as specified in the RFP.
11. **Reference:** Page IV-16 paragraph 4.3.5.4.2
Q: Page IV-16 section 4.3.5.4.2 – states 30 seated ambulatory passengers plus space for 2-wheel chairs – this means the vehicle should have 36 seated ambulatories with flip seats? Or can you have 30 seats ambulatory but if you have two wheelchairs in position then you have 24 remaining seats for ambulatory passengers? Please clarify.
A: 30 seated ambulatory passengers, which includes fixed, foldout and/or flip seating to accommodate two (2) wheelchair positions.
12. **Reference:** Page IV-17 paragraph 4.3.7.6
Q: IV-17 section 4.3.7.6 – 6 interior cameras and how many exteriors are required? Please clarify both interior and exterior camera numbers.
A: “Six-camera System” including interior and exterior mounted cameras.
13. **Q:** Who is currently providing the commuter vehicles? And what brand of vehicle is currently being provided?
A: The Commuter Bus Service is a brand new service.
14. **Reference:** Page IV-20 paragraph 5.1.3
Q: IV-20 section 5.1.3 please clarify what you mean by the contractor shall store and or maintain the motor coaches inside IH 610 (Loop)?
A: The Contractor shall not deadhead the vehicles to a location outside of Loop 410 for storage and/or maintenance during midday (time between AM and PM runs). If the Contractor plans to use the motorcoaches for revenue service during the midday, then this requirement does not apply. The goal of the commuter bus service is to reduce pollutant emissions including deadhead.
15. **Reference:** Page IV-26 paragraph 7.9.1.15.6
Q: IV-26 section 7.9.1.15.6 – are reverse backing sensor requirement on all vehicles?
A: This reference is not a vehicle specification. Refer to Part IV, Scope of Services, Section 4, Transit Vehicles, paragraph 4.3, Contractor-Furnished Vehicles and Exhibit T, Glaval Titan II Order, and Exhibit U, Dodge Grand Caravan Order for specific vehicle requirements.
16. **Reference:** Page IV-27 section 8.2
Q: IV-27 section 8.2 – what format is acceptable to the city?
A: The City expects the Contractor to present a format for approval after contract award.
17. **Reference:** Exhibit G, Federally Required Contract Clauses, Section 28, DBE
Q: What is the DBE participation percentage requirement?
A: The City has a race-neutral DBE “program” goal of 5.5%, so the respondents are encouraged to strive for this goal; however, respondents are not required to submit any documentation to demonstrate a “good faith effort” to meet the goal.
18. **Reference:** Page V-2 paragraph 3.1.1

Q: V2 section 3.1.1 – fuel price adjustments can be adjusted on effective date. Is this per calendar year only?

A: No. The initial effective date is the contract date. A new effective date will be established each time the fuel price is adjusted. The trigger for a fuel adjustment is plus or minus 10%.

19. **Reference:** Page V-2 section 3.1.3

Q: V2 section 3.1.3 – are we to utilize the April 3 2017 as the effective date and fuel rate stipulated in our fuel calculations?

A: No, please use the prices closest to the proposal deadline date and specify the date.

20. **Reference:** Exhibit O, Price Proposal Form

Q: Price proposal form Exhibit “O” – please provide in Excel.

A: See Addendum #2 at

<http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

21. **Reference:** Exhibit O, Price Proposal Form

Q: Price proposal – confirm the required information (need full clarity on your terminology and meaning to properly provide accurate rate matrix:

A. **Q:** A1 – clarify what you mean by “Fixed cost excluding revenue vehicles – fixed route” what does that mean?

A: Provide the monthly cost for all fixed costs (leases, utilities, supervision, dispatching, etc.) associated with providing fixed route service, but excluding the fixed cost for revenue vehicles, if any.

B. **Q:** A2 – Clarify what you mean by “Fixed cost excluding revenue vehicles – Paratransit” what does that mean?

A: This is similar to A1 above. Provide the monthly cost for all fixed costs (leases, utilities, supervision, dispatching, etc.) associated with providing paratransit service, but excluding the fixed cost for revenue vehicles, if any.

C. **Q:** What is the difference between A3 & A5? Do not understand what you mean by Variable cost -fixed route operations vs fixed route bus?

A: Variable cost means that the total number of revenue hours varies from month to month based on the number of days of service for any given month. Costs under this category include any cost associated with the bus in revenue service. If the bus is in revenue service, then costs are incurred like operations and maintenance, but if the bus sits idle, then there are no costs associated with operating the bus.

D. **Q:** A8 – how is this different from A1? Additional fixed cost – what is your intention here vs the A1 request?

A: If fixed route service is expanded in year 1, then the fixed unit price for A8, Additional Fixed Cost Excluding Revenue Vehicles – Fixed Route, is added to the fixed unit price for A1. This results in a new monthly rate.

Answers to Questions from Capture Manager, Client Proposals, MV
Transportation, Inc.

1. **Reference:** Not applicable

Q: Does the City pay for the licensing and registration of City-owned vehicles?

A: Yes

2. **Reference:** Not applicable

Q: How many vehicles will be made available to an incoming contractor to perform training during the start-up period?

A: In Part III, Instructions, under Section 11, Proposal Requirements, paragraph 11.3.9, Service Implementation Plan, include the training time line with the detailed time line for hiring personnel. The fixed route and ADA paratransit services operate from 7 AM to 7 PM Monday through Friday, so training on the City-owned vehicles will need to be coordinated with the City and current service provider.

3. **Reference:** Part III, Instructions, paragraph 11.3.9.7

Q: Section 11.3.9.7 – “Specific areas where the City and your company would benefit from combining the operations and maintenance for both services.” Please clarify whether there is an option where the City would separate the operations and maintenance contracts.

A: No, there is no option to separate the operations from maintenance. The Respondents are requested to prepare separate Service Implementation Plans, which include operations and maintenance, for Fixed Route Bus with Complementary ADA Paratransit Service and Commuter Bus Service. Within each plan, identify any benefits your company would receive from a consolidated maintenance and storage facility for both services and/or from having a combined supervision and management staff for both services.

4. **Reference:** Part IV, Scope of Services, paragraph 2.3.5.1

Q: Section 2.3.5.1 indicates that in year 2 the City will add one midday run; however the current schedule has one midday run. Will there be 2 midday runs in year 2?

A: No, there are not two (2) midday runs in contract year 2. Please refer to Exhibit B, Commuter Bus Service Information, Table B.3, Commuter Bus Service Schedule. The Midday Day Service schedule is shown as a contract option.

5. **Reference:** Part IV, Scope of Services, Section 4, Transit Vehicles, paragraph, Contractor-Furnished Vehicles, sub-paragraph 4.3.4, General Vehicles Technical Specifications

Q: Would the City permit contractors to use temporary logos to meet vehicle branding requirements, rather than permanent branding?

A: Yes, as long as it does not detract from the appearance. As stated in sub-paragraph 4.3.4.9, the Contractor shall obtain written approval of all exterior markings prior to final application.

6. **Reference:** Not applicable

Q: What is the address of the current contractor’s facility?

A: 827 S. Frazier Street, Conroe, Texas, 77031.

7. Reference: Part IV, Scope of Services, Section 8, Reporting, paragraph 8.2, Operations and Maintenance Reports, sub-paragraph 8.2.3, Days, Miles, and Hours of Service

Q: Please provide data being requested in 8.2.3 for the current provider broken down by service type.

A: The monthly report and invoice is posted at

<http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

8. Reference: Section IV, Scope of Services, Section 9, Contractor Performance Standards and Payment Adjustments

Q: Please provide a detailed list of liquidated damages assessed against the current contractor for the last 12 months.

A: No liquidated damages (payment adjustments) were assessed against the current contractor during the last 12 months.

9. Reference: Not applicable

Q: Please provide a list of all current employees, wages rate and medical benefits data.

A: This data/information is neither available from nor reported to the City. The data/information requested may be protected by the Privacy Act.

10. Reference: Exhibit O, Price Proposal Form

Q: Could Conroe please provide Excel versions of the client price pages?

A: See Addendum #2 at <http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

11. Reference: Exhibit O, Price Proposal Form

Q: In the price pages, it is indicated that each subsequent year's pricing after year 1 is increased by 2 percent over the previous year. Does this adequately account for all costs – including increases in medical costs, CPI, and wages?

A: The 2%, rounded up from approximately 1.8%, is an approximate 10-year average of the Producer Price Index for Transportation Industries, which is compiled by the Department of Labor.

12. Reference: Part IV, Scope of Services, Section 4, Transit Vehicles, paragraph, Contractor-Furnished Vehicles, sub-paragraph 4.3.5, Fixed Route Vehicles

Q: Section 4.3.5. Fixed Route Vehicles: Please confirm the Contractor will have to supply fixed route vehicles to be used as spare units. If so, how many?

A: The City is not specifying the number of spare vehicles required to provide the fixed route service, or any other service. The City is requesting the Respondents to determine the number of revenue vehicles and spares required to reliably provide the Service.

13. Reference: Part IV, Scope of Services, Section 4, Transit Vehicles, paragraph, Contractor-Furnished Vehicles, sub-paragraph 4.3.6, Complementary ADA Paratransit Vehicles

Q: Section 4.3.6.2, Complementary ADA Paratransit Vehicles: How many spare units are required?

A: The City is not specifying the number of spare vehicles required to provide the Ada paratransit service, or any other service. The City is requesting the Respondents to determine the number of revenue vehicles and spares required to reliably provide the Service.

14. Reference: Part IV, Scope of Services, Section 5, Non-Transit Vehicles, Facilities, Equipment and Materials

Q: What type and number of support vehicles are currently being provided by the current contractor? Does Conroe have any requirements or specifications regarding any specific age, model or fuel requirement or preferences for such vehicles in the new contract term?

A: This data/information is neither available from nor reported to the City.

15. Reference: Exhibit G, Federally Required Contract Clauses, Section 28, DBE

Q: Please confirm that the contractor goal for DBE participation is 5.5%.

A: The City has a race-neutral DBE “program” goal of 5.5%, so the respondents are encouraged to strive for this goal; however, respondents are not required to submit any documentation to demonstrate a “good faith effort” to meet the goal.

16. Reference: Exhibit G, Federally Required Contract Clauses, Section 28, DBE

Q: Please confirm that a GFE is satisfactory in working to achieve the agency goal of 5.5%.

A: We are not familiar with the “GFE” abbreviation. As shown in the reference, please review Title 49, Code of Federal Regulation, Part 26 for acceptable DBE firms. DBE is unique to the U.S. Department of Transportation.

17. Reference: Exhibit G, Federally Required Contract Clauses, Section 28, DBE

Q: Please list current DBE contractors supporting Conroe services that are available for partnership with incoming contractors.

A: Saxon Fleet Services is a maintenance subcontractor and DBE. The City does not know if Saxon is available for partnership with incoming contractors.

18. Reference: Not applicable

Q: Please provide a description of any routing/scheduling or other software and on-board technology currently installed on the fleet. Please provide information regarding ownership, responsibility in maintenance, repair, and replacement. If software and/or on board technology is owned by the current contractor, will the new contractor be expected to purchase and/or replace it?

A: This data/information is neither available from nor reported to the City.

19. Reference: Not applicable

Q: If there is no AVL system in place, what components will be required for contractors to provide, if any (e.g. GPS, mobile data terminals, automated passenger counters, AVAS, etc.)?

A: City-owned and furnished vehicles have GPS. The GPS is monitored by the City and current service provider. Access to the monitoring system will be provided to the Contractor. The City does not expect the Contractor to provide the components listed above.

20. Reference: Part IV, Scope of Services, Page IV-19, Section 4.5 Safety Equipment, paragraph 4.59

Q: Section 4.5.9 mentions a six-camera interior and exterior video monitoring system; will the contractor be required to install this system?

A: All Contractor-furnished vehicles must include interior and exterior cameras as specified in Exhibits T and U. Under the reference specified, the Contractor is required

to maintain interior and exterior cameras on City-furnished and Contractor-furnished vehicles.

21. Reference: Exhibit O, Price Proposal Form

Q: Please clarify exactly how the prices will be evaluated, i.e. will only the Year 1 price be considered or the full contract term cost?

A: The pricing will be evaluated for the full contract term cost.

22. Reference: Not applicable

Q: Please provide current rates paid to existing contractor for variable and fixed costs. Also, please indicate the total amount paid to contractor for fiscal year 2015/2016.

A: See the current contract for Fixed Route Bus Service with ADA Complementary Paratransit Service, which is posted at

<http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

23. Reference: Not applicable

Q: How many years has the existing contractor held this contract? Does this include any extensions? If so, how many extensions and what is the length of each extension?

A: 2 years and 6 months. No extensions.

24. Reference: Not applicable

Q: Please provide copies of the last three months of management reports and invoices from the Contractor for this contract.

A: The monthly report and invoice is posted at

<http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

25. Reference: Not applicable

Q: Please provide a copy of the current contract(s) for these services.

A: See the current contract for Fixed Route Bus Service with ADA Complementary Paratransit Service, which is posted at

<http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

26. Reference: Not applicable

Q: Please provide a current organizational chart or listing of positions that is being provided for this contract by the current contractor. Please indicate the percent that these positions are dedicated to this contract.

A: The organizational chart is posted at

<http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

27. Reference: Not applicable

Q: We intend to hire as many of the existing employees as possible. In order for us to ensure that they make at least as much, or more than they do now, please provide a seniority list for the current employees for this contract, and indicate position, full time or part time, length of service, and current rate of pay.

A: This data/information is neither available from nor reported to the City.

28. Reference: Not applicable

Q: Please provide information regarding the current rates/benefits of the current employees. Please include specific regarding co-pays, dependent coverage and amount of premium paid by employer.

A: This data/information is neither available from nor reported to the City. The data/information requested may be protected by the Privacy Act.

29. Reference: Not applicable

Q: Are the current drivers/employees part of a labor union? If yes, please indicate for which service, and provide the contact name and number for the union representative. Please also provide a current copy of the collective bargaining agreement.

A: This data/information is neither available from nor reported to the City. The data/information requested may be protected by the Privacy Act.

30. Reference: Not applicable

Q: Has service experienced problems due to driver shortages? If so, please provide any information available relating to this issue.

A: The City is not aware of a shortage.

31. Reference: Not applicable

Q: Is there a living wage ordinance in effect for Conroe that all bidders should factor for in their pricing? If so, please provide the most current ordinance and any future projections and increases anticipated.

A: No

32. Reference: Part I, General, Section 3, Definitions, and Exhibit C, Definition of Actual Vehicle Hours and Miles and Vehicle Revenue Hours and Miles

Q: Please clarify and confirm that vehicle revenue hour definition for fixed route and paratransit services is a gate-to-gate definition; e.g., revenue hours begin when the bus leaves the yard and continues until the bus returns to the yard minus any pre and post trip activity.

A: Please review the detailed definition of “deadhead” and miles and hours in the referenced section and exhibit.

33. Reference: Not applicable

Q: Please provide a copy of the current pull out times and return to yard times for each of the routes and clarify the operating hours for each of the services by day of week.

A: The monthly report, which includes the data requested, and invoice is posted at <http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

34. Reference: Not applicable

Q: Please clarify the number of vehicles used in revenue service by day of week and the maximum amount of vehicles used at peak service time for each of the services described in the RFP.

A: There are two (2) vehicles used in revenue service Monday through Friday for fixed route service and two (2) vehicles used in revenue service Monday through Friday for ADA paratransit service. The Commuter Bus Service is a new service, so this data is not available.

35. Reference: Part IV, Scope of Services, Section 7, Administrative Requirements, paragraph 7.11, paragraph 7.12, Fare Processing, Exhibit T, Glaval Titan II Order, and Exhibit V, City Fare Structures and Farebox Procedures

Q: Please provide the type (make/model) of fareboxes in place. Please describe the City's desired fare procedures to include reporting, collection and accounting.

A: Please review the references for a response to these questions.

36. Reference: Not applicable

Q: Please provide the current level of productivity for each of the services.

A: The monthly report, which includes the data requested, and invoice is posted at <http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

37. Reference: Not applicable

Q: Please provide the current daily call volume, broken down by weekday, Saturday and Sunday, if possible.

A: This data/information is neither available from nor reported to the City.

38. Reference: Not applicable

Q: Please provide a listing of accidents reported to Conroe by the current contractor for the last three years, including details (description, route, preventability, date, DOT reportable, etc.) regarding the accident.

A: The data/information requested may be protected by the Privacy Act. The City can release the following information.

<u>Date</u>	<u>Type</u>	<u>Description</u>
6/29/2016	Minor property damage to vehicles	Collision with another vehicle
4/16/2016	Minor property damage to bus	Contact with curb
12/3/2015	Injury	Passenger fall while bus stopped
10/15/2015	Injury	Passenger fall while bus was turning

39. Reference: Not applicable

Q: Please indicate how buses are currently fueled by the contractor; e.g. on-site fuel tank, fuel cards.

A: This data/information is neither available from nor reported to the City.

40. Reference: Not applicable

Q: What has been the annual fuel cost for this operation for the revenue vehicles?

A: This data/information is neither available from nor reported to the City.

41. Reference: Part IV, Scope of Services, Section 4, Transit Vehicles, paragraph 4.6, Maintenance

Q: Please clarify if the Contractor responsible for engine and transmission overhauls for the revenue fleet? Please provide the last 12 months of history for major component replacement and repair for the Conroe provided fleet for this contract.

A: Please review the reference for Contractor's maintenance responsibilities. City-furnished vehicles have not required major component replacement and/or repair over the life of the vehicles.

42. Reference: Not applicable

Q: Do any of the Conroe provided buses have remaining or extended warranty on any of the components?

A: Vehicle warranty information is posted at <http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

43. Reference: Part IV, Scope of Services, Section 2, Transit Service

Q: In the next five years, what are the three most important things the Conroe wants to accomplish/change with the proposed (services)?

A: As stated in the reference, the City wants to make service changes, as necessary, to improve existing services, expand service to more people in the City and replace City-owned and furnished vehicles with contractor-furnished vehicles.

44. Reference: Not applicable

Q: Can Conroe please provide 3 month of invoices for the current contractor?

A: The monthly report and invoice is posted at <http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

45. Reference: Not applicable

Q: Can Conroe please provide a copy of current contract and the current rates?

A: See the current contract for Fixed Route Bus Service with ADA Complementary Paratransit Service, which is posted at <http://www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities>.

46. Reference: Throughout RFP

Q: Please confirm that the “owner” referenced throughout the RFP is the City of Conroe, or provide the entity to which this refers.

A: Confirmed. The City of Conroe (City) is the owner. Conroe Connection Transit is the branding for the services.

47. Reference: Part III, Instructions, Section 11, Proposal Requirements, paragraph 11.3

Q: Section 11.3 contains references to Exhibit N in Tabs 2, 6, 7; please confirm with which proposal tab bidders should provide this completed exhibit.

A: The listing of Exhibit N in paragraph 11.3.3.4 (Tab 2) is a typo. Exhibit N is supposed to be Exhibit M, Acknowledgement of Addenda. Paragraph 11.3.7, References (Tab 6) is redundant and is addressed at the beginning of this addendum, Addendum #3.

Approved by



Kristina Colville, RFP Coordinator

By the signature affixed below, Addendum No. 3 is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED

Authorized Signature

Printed Name

Respondent/Contractor

Date

SUBMIT THE ORIGINAL, SIGNED COPIES AND COPIES OF THIS ADDENDUM WITH THE LETTER OF TRANSMITTAL AND ACKNOWLEDGEMENT OF ADDENDA (TAB 2 AND EXHIBIT M) IN EACH COPY OF YOUR PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR PROPOSAL FROM CONSIDERATION FOR AWARD.