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June 3, 2013

Addendum No. 1
To Request For Proposals

Bay Area Bike Share Technical Assistance And Strategic Plan,
Dated May, 15, 2014

Dear Consultant:

This letter is Addendum No. 1 to the Request for Proposals for Bay Area Bike Share Technical Assistance and Strategic Plan, dated May 15, 2014 ("RFP"). Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFP is revised as follows:

<u>Addendum</u> <u>Item</u>	<u>Reference</u>	<u>Change</u>
1.	RFP, Section V, PROPOSER SELECTION TIMETABLE, page 3	June 4 6, 2014 at 4:00 p.m. Closing date/time for receipt of requests for modifications/exceptions
2.	RFP, Section VII, FORM OF PROPOSAL, subsection A. Transmittal Letter, page 4, paragraphs one	Indicate whether there are any conflicts of interest, actual or apparent, <i>as further described in Section IX. GENERAL CONDITIONS, subsection F. of this RFP</i> , that would limit the Proposer's ability to provide the requested services and describe the plan for mitigating such conflicts.
3.	RFP, Section IX. GENERAL CONDITIONS, subsection F. Conflicts of Interest, page 12, paragraphs one and four	<p>Alta Bicycle Share, Inc., is the current contractor for the Bay Area bike sharing system. As such, none of the following entities is eligible to submit a proposal in response to this RFP:</p> <ul style="list-style-type: none"> • Alta Bicycle Share, Inc., or any of its parents, subsidiaries or other affiliates • Alta Planning + Design, or any of its parents, subsidiaries or other affiliates <p>Whenever MTC is awarding a contract that involves the rendering of advice, it will consider whether there exists the potential for bias, because of other activities, relationships or contracts of the Proposer, <i>including, in this case, without limitation, activities,</i></p>

		<i>relationships or contracts of the Proposer relating to the current Bay Area Bike Share System, and if so, whether any potential bias can be mitigated acceptably by MTC and the Proposer.</i>
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The remaining provisions of the RFP remain unchanged. In the event of a conflict between this Addendum and the previous version(s), this Addendum takes precedence.

Questions and Answers are included with this Addendum.

Any questions concerning this addendum to the RFP should be directed to Sean Co, Project Manager, at (510) 817-5748 or sco@mtc.ca.gov.

Sincerely,



Steve Heminger
Executive Director

SH:UV

June 3, 2014
REQUEST FOR PROPOSAL
For BAY AREA BIKE SHARE TECHNICAL ASSISTANCE AND STRATEGIC PLAN,
dated May 15, 2014

Submitted Questions & Answers

Q1: Is the bay area bike share providing the information on the pilot program performance standards? Is that currently available or would that be available to the consultant?

A1: MTC does have data and the expectation is that MTC would make available recent data on both cost recovery and usage available, though not through current month.

Q2: In the RFP at page 16, Deliverable 4A, regarding consultant's preliminary scope of work , and the task order structure, does that impact what you would like to see in the proposal in terms of how we develop the work plan for that and also in the cost estimate?

A2: The structure reflects MTC's intent to engage right away, working directly between MTC and the current partners, in the first task, with the second two tasks carried out as needed and over time. Please provide an estimate for (Tasks 1- 4, including Deliverable 4A). Acknowledging that costs for the second set of tasks (Tasks 5 - 6) may be difficult to estimate, please provide a budget that addresses the first four (4) tasks. Because the budget of \$400,000 includes tasks up to Deliverable 6c, please provide an estimate for Tasks 1 – 4 and indicate what would be left available for Tasks 5 and 6.

Q3: Is the 11% DBE goal for tasks 1- 4 or 1-6?

A3: Tasks 1-6

Q4: In relation to existing previous bike share analysis done by MTC, would that information be available to the consultant?

A4: Yes.

Q5: How would a Proposer go about getting this information prior to the RFP close date?

A5: Please see the information now available at: <http://bids.mtc.ca.gov/procurements/165>.

Q6: In what case is a pre-award audit applicable? Is that necessary and is that applicable in this case?

A6: No pre-award audit is required.

Q7: Regarding Conflicts of Interest as described in the RFP at Section IX. GENERAL CONDITIONS, subsection F, would a firm's participation in a contract under this RFP conflict that firm out from potentially being involved in responding to a future RFP?

A7: MTC evaluates all submitted proposals to determine whether there exists the potential for bias, because of other activities, relationships or contracts of the proposer. Such evaluation would apply to proposals submitted for a future Request for Proposal, including in relation to any work performed under an agreement awarded as a result of this RFP. As such, it is possible that a firm awarded the project under this RFP may be ineligible to perform further work.

Q8: In Task 2.4, #2: what is the “initial phase” referenced in this subtask?

A8: The initial phase represents the Bay Area Bike Share program’s pilot, which includes the cities and activities included in the pilot program. These include: San Francisco, San Jose, Palo Alto, Redwood City and Mountain View and activities to date.

Q9: Regarding page 6 of the RFP, Section F, Paragraph 3, regarding the page limit (one page maximum), does the page limit apply to each project example, or are proposers only allowed one page to describe all project examples?

A9: Please respond with all similar projects you choose to list on one page.

Q10: Regarding page 6 of the RFP, Section F, Paragraph 3, regarding the page limit (one page maximum), please clarify if proposers are allowed to include project examples in addition to the one page maximum narrative?

A10: Please respond with all similar projects you choose to list on one page. Examples or samples from projects should be included under page 6 of the RFP, Section F, Paragraph 4, regarding work samples.

Q11: Regarding page 6 of the RFP, Section F, Paragraph 4, regarding work samples, are subconsultants required to submit work samples?

A11: Samples may be, but do not need to be, from subconsultants.

Q13: Regarding page 7 of the RFP, Section J, Federal Requirements, are consultants required to submit Appendix F-5, DBE Information –Good Faith Efforts form if the prime consultant is a DBE firm?

A13: No.

Q14: Page 9 of the RFP, Section IX. General Conditions, Paragraph B Contract Arrangements, the RFP states that the “MTC Standard Consultant Contract is attached as Appendix D.” Appendix D is currently page 21 of the RFP, which the contract is not included. Can the Commission please send the Standard Consultant Contract?

A14: Appendix D is available at <http://bids.mtc.ca.gov/procurements/165>. See also Addendum No. 1, item 1, regarding the deadline for modifications/exceptions.