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DECEMBER 3, 2014
ADDENDUM NO. 1
TO
REQUEST FOR PROPOSAL (RFP)
FOR REGIONAL TRANSIT ASSET MANAGEMENT GUIDANCE AND SUPPORT,
DATED,
DATED NOVEMBER 5, 2014

Dear Consultant:

This letter is Addendum No. 1 to the Request for Proposal (RFP) for Regional Transit Asset Management Guidance and Support, dated November 5, 2014. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFP is revised as follows:

<u>Addendum Item</u>	<u>Reference</u>	<u>Change</u>	
1.	RFP, Section III, subarticle B. Period of Performance Page 5	MTC expects the work to commence about December 2014 , <i>March 2015</i> and to be completed no later than June 30, 2015 <i>2016</i> . At MTC's sole option, the contract may be extended for two (2) additional years for work related to the <i>Appendix A, Scope of Work</i> .	
2	RFP, Section V. Consultant Selection Table, Page 5	4:00 p.m., Friday, December 5, 2014 <i>Friday, December 12, 2014</i>	Closing date/time for receipt of proposals
		Week of December 15, 2014 <i>January 5, 2015</i>	Interviews/Discussions (if held)
		December 23, 2014 <i>January 12, 2015</i>	Date for receipt of Best and Final Offers (if required)
		January 14, 2015 <i>February 11, 2015</i>	MTC Administration Committee Approval

<u>Addendum Item</u>	<u>Reference</u>	<u>Change</u>
3	RFP, Appendix A, Scope of Work, Task 1 Deliverables Page 16	<p>Deliverables:</p> <p>1a <i>Draft Strategic Direction Plan</i> – a high level 5-10 page summary document with recommendations outlined under Task 1.1 is required by April 24, 2015 <i>May 1, 2015</i></p> <p>1b <i>Final Strategic Direction Plan</i> that addresses comments made by MTC staff and its partner agencies on the <i>Draft Strategic Direction Plan</i> is due by May 29, 2015 <i>June 30, 2015</i></p>
4	RFP, Appendix A, Scope of Work, Task 2 Deliverables Page 17.	<p>Deliverables:</p> <p>2a <i>Draft Task 2 Report</i> with recommendations outlined under Task 2.1, 2.3, and 2.4 through Task 2.5 is required by April 24, 2015 <i>within two months of the RTCI project initiation.</i></p> <p>2b <i>Final Task 2 Report</i> which addresses any comments made by MTC staff or the TAM Working Group on the <i>Draft Task 2 Report</i>. and includes documentation of approved changes to be made to the RTCI by Consultant in tabular format containing reference to relevant coding and plain text descriptions of changes is required by May 29, 2015. <i>within four months of the RTCI project initiation.</i></p> <p>2c <i>Documentation of approved changes to the RTCI and</i> Completed <i>revisions to the RTCI, as recommended</i> in response to Task 2.1 through Task 2.5 within one month of approval of the recommendations by MTC. <i>six months of the RTCI project initiation.</i></p>
5	RFP, Appendix A, Scope of Work, Task 3 Deliverables Page 18	<p>Deliverables:</p> <p>3a <i>Draft Task 3 Report</i> with report including write ups, charts and graphs and assumptions related to activities outlined under Task 3.1 and 3.2 is required by May 29, 2015. <i>within eight months of the RTCI project initiation.</i></p> <p>3b <i>Final Task 3 Report</i> that addresses any comments made by MTC staff or the TAM Working Group on the <i>Draft Task 3 Report</i> is required by June 26, 2015. <i>within nine months of the RTCI project initiation.</i></p>

6	RFP, Appendix A, Scope of work, Table 1. Schedule / Deliverables Summary, Page 19	Please see table below.
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Table 1. Schedule / Deliverables Summary

Task / Deliverable #/Report	Tasks Covered	Due Date
<i>Meeting #1</i>	With MTC staff at the outset of the project to review the consultant's approach to the project	TBD
<i>1a and 2a Draft Task 1 & 2 Report Strategic Direction Plan</i>	Task 1 and Tasks 2.1 through 2.5	April 24, 2015 <i>May 1, 2015</i>
<i>Draft Task 2a Report</i>	<i>Task 2.1, 2.3, 2.4</i>	<i>Within two months of the RTCI project initiation</i>
<i>Meeting #2</i>	With MTC staff and TAM Working Group to review deliverables <i>1 and 2a Draft Task 1 and 2 Reports</i>	TBD
<i>1b and 2b Final Task 1 & 2 Strategic Direction Plan</i>	Task 1 and Tasks 2.1 through 2.5	May 29, 2015 <i>June 30, 2015</i>
<i>2b Final Task 2b Report</i>	<i>Task 2.1, 2.3, 2.4</i>	May 29, 2015 <i>Within four months of the RTCI project initiation</i>
<i>Meeting #3</i>	With MTC staff to review deliverables <i>1b and 2b Final Task 1 and 2 Reports.</i>	TBD
<i>2c Completed Revisions to the RTCI</i>	Task 2.5	Within one month of approval of revisions by MTC Project Manager <i>Within six months of the RTCI project initiation</i>
<i>3a Draft Task 3 Report</i>	Tasks 3.1 and 3.2	May 29, 2015 <i>Within eight months of the RTCI project</i>

		<i>initiation</i>
<i>Meeting #4</i>	With MTC staff and TAM Working Group to review deliverables <i>3a Draft Task 3 Report</i> .	<i>TBD</i>
<i>3b Final Task 3 Report</i>	Tasks 3.1 and 3.2	June 26, 2015 <i>Within nine months of the RTCI project initiation</i>
<i>Meeting #5</i>	With MTC staff to review deliverables 1b and 2b <i>3b Final Task 1 and 2 3 Reports</i> .	<i>TBD</i>
<i>4 Task Order Progress Reports</i>	Task 4.0	Biweekly after issuance of the Task Order until the Task Order is completed

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 regarding this RFP are enclosed with this Addendum.

Any questions concerning this addendum to the RFP should be directed to Melanie Choy, Project Manager, at (510) 817-5607 or mchoy@mtc.ca.gov.

Sincerely,



Alix Bockelman
Deputy Executive Director, Policy

AB:MC

**REQUEST FOR PROPOSAL (RFP)
FOR REGIONAL TRANSIT ASSET MANAGEMENT GUIDANCE AND SUPPORT,
DATED NOVEMBER 5, 2014**

**QUESTIONS RECEIVED FROM PROPOSERS' CONFERENCE HELD ON
NOVEMBER 14, 2014,
AND OTHER QUESTIONS SUBMITTED**

Q1 How many references are proposers required to include in their proposal?

A1 Proposers should submit a total of three (3) to five (5) references.

Q2 Does MTC have a time frame for the implementation of a full scale web-based Regional Transit Capital Inventory (RTCI) platform?

A2 The web based platform is being developed in-house at MTC and is currently in pilot form. MTC staff is planning to use the pilot web application for the next RTCI update and it is not expected to be finalized until after the next update cycle of the RCTI in 2015.

Q3 How will individual operator inventory efforts line up with the Regional Transit Asset Management Guidance and Support project?

A3 Asset inventories maintained by transit operators are controlled by each individual operator and built to suit the needs of each individual organization. Regardless of the technology or process used at the operator level, MTC requires that RTCI data be submitted in an approved format. A template will be provided by MTC.

Q4 *Appendix A, Scope of Work, Task 2.1 states:*

Consultant will provide limited, direct support to operators listed in Tier 1 of Table 2 for extracting and processing information from their individual asset management systems or financial systems in order to update the operators' existing RTCI data in a manner that conforms to RTCI standards and coding.

Can MTC clarify what is meant by provide direct support?

A4 We anticipate "direct support" to include direct consultant-transit operator assistance in compiling operator data into MTC's RTCI template formats. Direct support may include direction to operators on how to best represent the inventory in the RTCI template, formatting of the data, and data quality checks. Support will not include creating new data, such as inventorying assets or data entry nor extracting raw data from existing operator databases.

Q5 Is the support listed in Task 2 included to help individual operators answer questions that arise from this assessment, or to help them with their assessment?

A5 MTC expects the selected consultant to help operators address issues / questions that arise from their assessment. The consultant's role may evolve as the project progresses.

Q6 In what format are operators required submit information?

A6 The sample dataset provided in conjunction with this RFP is also the data template format that is anticipated to be used when submitting the RTCI data. The file submitted must a) be in xls format, b) contain data in each field that is compatible with the data type for the field, and c) contain data that has been properly encoded as needed.

Q7 What security measures are being taken to protect data collected from individual operators?

A7 The website requires a username and password to access data. A user may only view data belonging to their individual organization.

Q8 Has data already been collected by the operators?

A8 Yes, MTC has had two previous RTCI collection efforts. Through this RFP, we are selecting a firm to assist with the third data collection effort.

Q9 Can MTC expand on the database and software development item listed under Task 4?

A9 The database and software development items listed under Task 4 are suggested areas of expertise in which a firm should be prepared to provide support for. Specifically, for the database and software development item, MTC is looking for database conceptual design expertise rather than database implementation team. However, depending on any database design recommendations, MTC may need some database implementation support in expanding and augmenting MTC's Pilot RTCI web application.

Q10 What are the minimum insurance requirements from a subcontractor?

A10 Insurance requirements of any Subconsultant are set by the primary Consultant, based on the scope of work assigned to the Subconsultants.

Please refer to the RFP, Appendix D, MTC Standard Consultant Contract, Article 12, Subcontracts, which provides detailed language regarding the responsibilities of the Consultant in regards to any Subconsultants, including "failure of a Subconsultant to provide insurance in accordance with Article 7, Insurance Requirements, shall be at the risk of CONSULTANT."

Q11 What are the most current assumptions for when MTC will initiate the request to the region's transit operators to update the RTCI data, and when will the RTCI update will be due to MTC?

A11 For the purposes of the RFP, firms should assume that the next RTCI data collection effort will commence in Late Spring of 2015 and take 9 months, which includes time allotted for transit operator review. Additional assumptions are:

- Two months for preparatory discussions with operators prior to the initiation of the RTCI data collection effort.
- Two months for operators to submit the RTCI data
- Two months for MTC/Consultants to review and correct data
- Three months to perform and finalize scenario analyses and any data refinements.

Q12 Can MTC clarify the expected timeframe the consultant team will have to conduct Task 2.2 and 2.3 after the RTCI updates are submitted?

A12 Further clarification of tasks associated with the deliverables is provided in the RFP addendum. Tasks associated with Deliverables 2a and 2b are anticipated to be completed at the early stages of the RTCI effort. Task 2.2 falls within the two month duration set aside for MTC and the Consultant to review and correct the RTCI data.

Q13 Page 17 of the RFP, Appendix A, Scope of Work, Deliverable 2c states:

Completed revisions to the RTCI, as recommended in response to Task 2.1 through Task 2.5 within one month of approval of the recommendations by MTC.

When does MTC plan to approve the recommendations from tasks 2.1 through 2.5 relative to due dates for Deliverables 2a and 2b?

A13 Due dates for all deliverables will be established with the Consultant at the outset of the project after the RTAM project is initiated. See RFP addendum for additional information.

Q14 Does MTC recognize a potential schedule conflict between Deliverables 2c and 3a? Task 3, RTCI analysis, should not be initiated until Deliverable 2c is completed. Based on when Deliverable 2c is completed, there may not be enough time to conduct the RTCI analysis and draft a report for Deliverable 3a by the due date of May 29, 2015.

A14 Due dates for all deliverables will be established with the Consultant at the outset of the project after the RTAM project is initiated. See RFP addendum for additional information.

Q15 Section VII, Form of Proposal, Section G, Cost Proposal has a requirement to submit information related to the firm's most recent pre-award audit. Can you specify if this is applicable to this procurement? If so, are you looking only for a recent pre-award audit conducted by MTC

A15 This requirement is applicable to the Regional Transportation Asset Management Guidance and Support procurement. The pre-award audit submitted with a firm's proposal does not have to of been conducted by MTC.