



To: All Interested Parties

From: Sandra Amorim
 Procurement and Contracts Manager
 Monterey-Salinas Transit District

Re: RFP #22-01 Contract Transportation for Operation of MST Rides ADA & Special Transportation Paratransit Services and Other Dial-A-Ride and Fixed-Route Transit Services – Addendum Number 5

This Addendum Number 5 to the above referenced RFP responds to questions received with the MST response. The updated cost proposal form in Microsoft Word Excel is attached.

Question	Response
<p>1 Start date – The new form includes separate pricing forms for Start date – The new form includes separate pricing forms for fixed route, paratransit and on-call that all now have a column labeled “Base Term (1/2 Year)”; these include a start date of Jan. 1, 2022. The header also now says the contract term is 5 ½ Years. This contradicts the RFP on page 182, section 5 which states “The term of this Contract is for five years from July 1, 2022, through June 30, 2027. Fees for the five years shall be at a firm fixed price.” Could you clarify the intended start date and contract term?</p>	<p>FIXED – Intended start date is 7/1/2022; removed “Base Term (1/2 Year)” from all tabs</p>
<p>2 Jan 1 to June 30 - Each service type (Fixed Route, Paratransit and On-Call) has a separate column for the period Jan. 1 – June 30, 2022, with no associated service hours. There is now also a “Start Up” tab. Each of these tabs is then linked to the “Summary” tab which shows separate costs for Start Up and the Initial Base period of Jan 1 – June 30, 2022 for each service type. What is the purpose of the Base Term (1/2 Year), Jan 1 – June 30, 2022 column for each service type? Is this meant to capture startup costs? If so, it appears</p>	<p>FIXED – Startup costs are captured on the Start Up tab and carried to the Summary tab only once. ½ year removed from other tabs.</p>

	the startup costs are then double counted with the inclusion of the separate Start Up tab. Please clarify.	
3	Startup Costs – How are bidders to account for startup costs for each service package? Are separate costs for start up to go on the service tabs, or do all startup costs go on the Startup tab?	FIXED – Start up or ½ year costs removed from service cost tabs.
4	The Fixed Route tab in line 5 shows revenue hours consistent with the RFP, including a decrease of hours from year 1 to year 2 (from 63,400 to 50,000) that was initially intended to account for the discontinuation of On-Call services. Now that the pricing forms include a separate tab for On-Call showing just the one year of service, shouldn't the Fixed Route tab revenue hours for year one be revised down to 50,000? Please clarify so we do not unintentionally duplicate revenue hours in the pricing.	FIXED – On Call hours removed from Fixed Route tab estimated hours.
5	The Rides Paratransit tab in line 5 is showing annual revenue hours that are higher than those stated in the RFP (84,000 versus 63,000 in the RFP). Is this a change and are bidders to assume this higher service level?	CORRECTED - This should be 63,000 as provided in the RFP. 84,000 estimated hours for RIDES in the cost form is an error.
6	Taxi Services - The revised pricing forms do not have a location for taxi trip expenses to be provided. Is it the intent of MST to continue the current practice of having the Contractor bill these trips on a monthly per trip basis as indicated in Add. #3, Number 188 and therefore taxi trips should not be included in the hourly pricing and are not a part of the 84,000 annual revenue hours indicated on the price form?	FIXED – RIDES Taxi rate sheet added with estimated annual trips. Taxi fixed rates for base term added to the Summary page.
7	Could MST please provide the retirement dates that proposers should assume for the existing fleet. Please also indicate if proposers should assume a certain vehicle type for any vehicle replacements occurring over the life of the contract?	MST cutaway vehicles typically remain in service for 6-10 years. Proposers should anticipate vehicle replacements occurring over the life of the contract. Current fleet date in service and estimated retirement timelines are provided in

		<p>attached Addendum 5 – Vehicle Inventory Asset Life.xlsx</p> <p>\\mstfiles\users\SAmorim\CONTRACT TRANSPORTATION\Addendum 5 - Vehicle Inventory Asset Life.xlsx</p>
9	<p>RFP States insurance must be placed with insurers having A rating or better by AM Best. The global insurance brokers’ standard practice is to solicit quotes from insurers having A- or better rating. Is A- an acceptable rating to MST?</p>	<p>Yes, A- is an acceptable rating to MST.</p>
10	<p>Can MST provide a catalog of both garage and interline deadhead?</p>	<p>See attached File</p> <p>Files available here -</p> <p>\\mstfiles\users\SAmorim\CONTRACT TRANSPORTATION\Addendum 5 JLW Block Sheets and Deadhead Information.zip</p>
11	<p>Can MST provide maximum vehicle storage space at any contractor operated facility (provided by MST)?</p>	<p>The JLW Facility currently has 74 designated cutaway parking spots and can safely and reasonably accommodate up to 12 additional cutaways.</p>
12	<p>Section 4.7.2.2 states MST will provide initial training to Contractor’s designated representatives on all MST provided vehicles and equipment; provide initial training to Contractor’s designated representatives on all relevant MST polices including fare, policy, and procedures.” Can you please clarify what the training will entail? And confirm moving forward that Contractor is responsible for this training as new employees are hired?</p>	<p>Yes, MST will provide initial training to Contractor’s designated representatives on provided vehicles, equipment, and MST policies and procedures.</p>
13	<p>Section 5.8.2.8 states that Contractor must identify the Project Manager and other key managerial/supervisory personnel. The section further states that proposer shall include a current resume of the chosen Project Manager. Section 8.36.10 states we need to include “resumes for key staff”. Please clarify that resumes are required for the key managerial/supervisory personnel that we identify as a result of the requirement in 5.8.2.8?</p>	<p>Yes, resumes are required for key managerial personnel, including the chosen Project Manager.</p>
14	<p>As a follow-up to MST’s response to question 64 regarding the RFP language in Section 8.27.2 "Proposals must include all proposed terms and conditions, including without limitation, written warranties, maintenance/service agreements, license agreements, and lease purchase</p>	<p>Yes, agreements that will only be executed after contract agreement can be provided after contract award.</p>

	<p>agreements, and the Proposer’s standard contract language”. Could MST please confirm that warranties, maintenance/service agreements, license agreements, and lease purchase agreements could be submitted after confirmation of award and notice to proceed, rather than with the proposal submission? These types of agreements are not usually exercised until a contract has been awarded.</p>	
15	<p>Please confirm that all expenses for the start-up period January 1 through June 30, 2022 should be itemized on the Start-Up tab, rather than in the individual pricing tabs for RIDES, FIXED ROUTE, and ON CALL.</p>	<p>Start-up costs should be itemized on the Start-Up tab.</p>
16	<p>The annual revenue hours listed on the RIDES PARATRANSIT Cost Base form reflect 84,000 hours, which is an increase from the RFP and previous pricing form version estimate of 63,000 hours. Could MST please clarify the underlying assumptions regarding the increase? Is MST anticipating a return to full pre-COVID service by the start of the new contract term?</p>	<p>This should be 63,000 as provided in the RFP. 84,000 estimated hours for RIDES in the cost form is an error.</p>
17	<p>The revenue hours listed on FIXED ROUTE Cost Base in line 5 for Year 1 appear to include the On Call service hours, which are also itemized separately on the ON CALL Cost Base tab. Please confirm the Fixed Route hours for Year 1 should reflect 50,000 hours, and proposers should itemize costs for On Call service on the ON CALL Cost Base tab, and provide an updated pricing form.</p>	<p>Refer to question #4</p>
18	<p>RFP Section 5.1.8 states “Contractor, at its sole cost and expense, shall provide all fuel, lubricants, repairs, cleaning, parts, tires, supplies, labor, maintenance, and component rebuilding and/or replacement as required for the safe and reliable operation of all equipment pursuant to this contract. Contractor shall be fully responsible for the safe and efficient maintenance of all vehicles, ...” However, the pricing forms do not appear to include cost line items for Vehicle Maintenance outside of the Vehicle Cleaning scope of work. Could MST please confirm Contractors are responsible for vehicle maintenance, and provide</p>	<p>Vehicle Maintenance items have been added to the cost forms</p>

	an updated pricing form to allow for itemization of these expenses?	
19	<p>The evaluation criteria outlined in Addendum notes the required availability of the proposed General Manager, but there is no reference to other Key Staff, including the Project Manager. Could MST please confirm if a Project Manager is still a requirement for the proposal? And as a follow-up to MST’s Addendum 3 response to question 37, stating “MST will consider an offsite Project Manager. The schedule and hours of coverage will need to be mutually agreed upon.” Does MST have a minimum requirement, or should proposers make their own recommendation?</p>	<p>Please consider the wording changed to state General Manager, Project Manager, and other Key Staff to execute project start up, administration, and operation successfully.</p>
20	<p>The amended pricing evaluation language from Addendum 4 states “204 PRICE PROPOSALS A. Price Proposals. Both the initial Price Proposal and the BAFO Price Proposal will be evaluated and scored on the basis of the total agreement Price Proposal, which is the sum of the annual prices for the base agreement years and the option years, which shall be equal to (A) the Fixed Monthly Fee times 12 for each year; plus (B) the proposed Rate per Revenue Hour times the estimated number of Revenue Hours per year (250,000 hours) for each year; plus (C) the Transition and Start-Up Costs. The estimate of revenue hours is only used for the price proposal. It is not binding. Actual revenue hours may be higher or lower than estimated.”</p> <p>The pricing forms currently only include start-up and the base term. Does MST intend to apply a CPI factor to estimate the option year cost for the evaluation?</p> <p>The pricing forms don’t provide for a fixed and variable cost structure. Is it MST’s intention to have a fixed and variable contract structure, or relay on a purely variable rate structure?</p> <p>The RFP and the original pricing forms included both a variable rate per hour and variable rate per trip submittal for Service Model A, RIDES service. The new forms only include a variable rate per hour. Will contractors still be able to determine which billing option (per VRH or per trip) they prefer? This has implications for the performance regime application, and contractor risk profile.</p>	<p>This language was in error please disregard. Unless the language is in response to a numbered question, please disregard.</p> <p>A cost sheet for MST RIDES Option 2 (cost per one-way trip) has been added to the cost form.</p>

	The evaluation criteria states pricing will be evaluated on an estimated 250,000 revenue hours per year, however the pricing forms indicate a total of only 147,400 in Year 1, and 134,000 in Years 2 through 5. Could MST please clarify if the evaluation will in fact be based on the hours indicated in the pricing forms?	
21	There are significant changes and contradictions regarding the updated Cost Proposal form provided in Addendum 4 (e.g. Service Model A revenue hours increased from 63k to 84k). Can MST clarify and explicitly state the changes in the new Cost Proposal form?	See answers listed above.
22	Please confirm MST provides automobile liability insurance for MST-provided vehicles.	Yes, MST provides automobile liability insurance for MST owned vehicles.
23	Please provide historical operating statistics for the past 2 fiscal years (including Revenue Hours/Miles and Deadhead Hours/Miles) for Service Model B - each for the Fixed-Route and On Call services	MST RIDES - \\mstfiles\users\SAmorim\CONTRACT TRANSPORTATION\Addendum 5 - MST RIDES Operating Data Miles, Hours, Trips, Passengers.xlsx
24	Can MST please provide historical KPIs (e.g. OTP) by Service Model for the past 2 fiscal years.	MST does not have this information available
25	In light of the changes to the evaluation criteria in Addendum 4, which include additional proposal requirements for submission, will MST consider extending the proposal due date a minimum of two weeks? This will allow time for proposers to fully address the change in requirements.	No

Other than those specifically listed above, no other sections, terms or conditions of the above cited solicitation are being altered at this time. All other sections conditions and language not specifically cited as altered in this document are still in full and original effect.

Submitted:

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Dated: October 7, 2021