



CITY OF LONGVIEW PURCHASING DIVISION

Addendum No 1

July 8, 2021

21-0066 Transit Management Services

The specifications and contract documents are modified as described below. This addendum becomes a part of the contract documents. All provisions of the original specifications and contract documents shall remain in full force and effect, except as modified by this addendum.

The City offers Addendum No. 1 to the RFP document in response to the questions below:

QUESTION:

My question pertains to this contract award (as it would be a prime contract) in that we do not need to have a DBE as part of our submission for this RFP, but if we are awarded the contract and in our daily management duties and corporate oversight of purchasing we will need to meet the established yearly goals throughout the contract?

ANSWER:

Yes, a DBE is not needed as part of the proposer's submission, but a detailed explanation of how the proposer will help City of Longview meet yearly goals is required.

QUESTION: We would like to request that the City of Longview consider allowing proposals to be submitted via fully electronic means only (email, Dropbox, etc.), and if electronic copies of signatures/seals/notaries would be acceptable? We believe that, in light of current COVID-19 restrictions, electronic submission will ensure full compliance with social distancing mandates across the U.S. and will minimize in-person exposure for your employees as well as your vendor's employees.

ANSWER: Currently, the City does not have a policy in place for accepting digital signatures and electronic proposal submissions. Research is being conducted currently regarding electronic submissions and signatures for future policies, but we are unable to accept electronic submissions at this time.

QUESTION: Who is the owner of each of the pension plan(s) in place at Longview Transit for the employees covered by this RFP? Please identify whether the pension plan(s) are defined benefit, defined contribution, or another type with explanation.

ANSWER: Longview Transit is included in the 401(k) plan of RATP Dev USA with Prudential Retirement serving as the plan sponsor. The pension plan is a defined contribution type plan.

QUESTION: Please provide current retirement plan documentation to determine plan type, liability, etc.

ANSWER: The plan documentation is housed at RATP Dev USA corporate headquarters. The 401(k) plan is recognized as a contribution type plan.

QUESTION: Will retirement plans other than a defined-contribution plan, such as a 401k, be considered for employees?

ANSWER: Yes, they will be considered.

QUESTION: Please provide a copy of the current Transit Management Services contract with pricing.

ANSWER: The current contract is attached.

QUESTION: Please provide a copy of the Transportation Improvement Plan, and a copy of any transit related studies performed in the past five (5) years.

ANSWER: The current Transportation Improvement Plan is attached. We are currently undergoing a revision process. The plan is estimated to be adopted on July 21, 2021 at the next Policy Board meeting. MPO Planning documents may be found at <https://longviewtexas.gov/2557/Planning-Documents>. MPO also completed a Bicycle and Pedestrian Plan that can be found at the above site.

QUESTION: Please provide a list of all corporate support activities performed by the current transit management contractor throughout the existing contract.

ANSWER: See the current Transit Management Services contract attached.

QUESTION: Please provide information related to the existing fleet liability, comprehensive and collision insurance. Who is the current vendor and what are the established rates for the current year?

ANSWER: The current vendor is Travelers at an annual cost of \$107,960.00.

QUESTION: Are organizational tools such as proposal tabs to identify each section of the technical proposal included in the 50-page limit for the technical proposal?

ANSWER: No, these organizational tools do not count towards the 50-page technical proposal page limit.

QUESTION: Does the required Cover Letter count towards the 50-page technical proposal page limit?

ANSWER: Yes, the Cover Letter does count towards the 50-page technical proposal page limit. Information regarding the Cover Letter is listed on page 12, Section 1-17.

QUESTION: Does the provided Cover Page and Offer Statement and Business Information count toward the 50-page technical proposal page limit?

ANSWER: Yes, the Cover Page and Offer Statement and Business Information count towards the 50-page limit. Information can be found on page 12, Section 1-17.

QUESTION: Please confirm that attachments (e.g, Resumes, supporting letters, organizational charts, marketing information, other supporting detail etc.) are not included in the proposal page limit.

ANSWER: Correct. The supporting documentation such as resumes, supporting letters, organizational charts, etc. do not count towards the 50-page limit.

Addendum No. 1

- On page 14 of the RFP document it states, "The City of Longview has established a 2.5% or higher DBE goal; describe in detail how the proposer will help City of Longview meet this goal."

The sentence on page 14 will be replaced with, "The City of Longview has established a 0.26% or higher DBE goal; describe in detail how the proposer will help City of Longview meet this goal."

- On page 18, section 1-25 of the RFP document states, “Longview Transit and the City of Longview’s overall goal for the time period 2021-2022 is the following: 2.5% of the Federal financial assistance expended in FTA-assisted contracts representing prime contracting opportunities exclusive of FTA funds used for the purchase of transit vehicles.”

The sentence on page 18 will be replaced with, “Longview Transit and the City of Longview’s overall goal for the time period 2021-2023 is the following: 0.26% of the of the federal financial assistance expended in DOT-assisted contracts representing prime contracting opportunities exclusive of FTA funds to be used for the purchase of transit vehicles. In meeting our overall goal of 0.26%, we estimate we will obtain 0.26% (or 100%) from race-neutral participation.”

- On page 22, section 2-5 of the RFP document states, “The City has established a 2.5% or higher DBE goal, the Resident General Manager will be required to make a good-faith effort to utilize DBE’s when possible.”

The sentence on page 22 will be replaced with, “The City has established a 0.26% or higher DBE goal, the Resident General Manager will be required to make a good-faith effort to utilize DBE’s when possible.”

- On page 75, section 3-4 of the RFP document states, “The City has established a 2.5% or higher DBE goal, Contractor will be required to make a good faith effort to utilize DBE’s when possible.”

The sentence on page 75 will be replaced with, “The City has established a 0.26% or higher DBE goal, Contractor will be required to make a good-faith effort to utilize DBE’s when possible.”

If you have any further questions, please contact the Purchasing Department.

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