

San Benito County Local Transportation Authority  
Request for Proposals #2025-01  
Operation of Specialized Transportation Services  
Addendum No. 1

Issue Date: February 6, 2024

Proposers are reminded that receipt of this Addendum No. 1 must be acknowledged in your respective proposal, in Exhibit B-8: Acknowledgement of Addenda. Your proposal will be declared “unresponsive” should you not acknowledge this Addendum No. 1 and submit Exhibit B-8 with your respective proposal.

Any information contained herein will be considered part of the Request for Proposals #2025-01 (RFP) and as such will be used in the evaluation of the responses. All other terms and conditions remain unchanged. In the event of a conflict between any provision of this Addendum and the RFP, this Addendum shall prevail.

This Addendum is intended to provide answers to questions received regarding the RFP, additional information, and/or to change the requirements as stated in the RFP.

#### ADDENDUM NO. 1 TABLE OF CONTENTS

- I. CHANGES TO THE REQUEST FOR PROPOSAL
- II. LTA RESPONSE TO QUESTIONS SUBMITTED BY POTENTIAL PROPOSERS
- III. ADDENDUM NO. 1 ATTACHMENTS

I. CHANGES TO THE REQUEST FOR PROPOSALS

The RFP is amended to include the provisions as shown in Attachment 1 - Redlined Changes to the RFP.

*Summary of the Changes*

Bus shelter maintenance responsibilities have been removed from the RFP because these responsibilities are not relevant to the ST service.

Liquidated Damages will be applied to the ST service.

The language regarding performance standards and the maximum number of service hours has been revised. Performance Standard 6 (Operations - Service Hours) specifies the maximum number of service hours an operator can provide per ST service, which must not be exceeded. The revised maximum hours per service type are as follows:

OOCMT Hours Max: 351

SLTP Hours Max: 112

MSAP Hours Max: 95

Total Max: 558

The maximum obligation stated in the sample contract has been modified. The previous dollar amount has been removed, and the maximum obligation for the ST contract will be determined during contract negotiations.

II. LTA RESPONSE TO QUESTIONS SUBMITTED BY POTENTIAL PROPOSERS

Number	Question	Response
JDA-1	<b>Clarification of the due date:</b> Is the date in the attachment correct?	Yes, the due date for all proposals is February 14, 2025 at 3:00 p.m. PDT as a single PDF file.
TD-1	<b>Page 27, Question 11</b> - Please clarify the actual need for Bus Stop and Bus Shelter Cleaning for this contract. Are there bus stop and shelters for the Specialized Transportation services? If so, please provide a full list and frequency the LTA wants these cleaned	There is no requirement or need for ST Contractor to perform Bus Shelter Cleaning for this contract.  The ST services do not have dedicated bus stops and shelters.
TD-2	<b>Page 27, Question 13</b> - Please clarify/confirm that RouteMatch dispatch software and TransTrack transit software will be provided to the Contractor for the Specialized Transit services	Routematch dispatch software is not currently being provided to the Contractor, however the LTA may provide Routematch or a similar service at a later time.  Transtrack transit software will be provided to the Contractor.
TD-3	<b>Page 30, Section 5.5.5</b> - Please provide an Excel file with Form A-2 Specialized Transportation Price Proposal that includes the sub forms A-4 through A-7	Please see Attachment 2
TD-4	<b>Page 38, Section 6.10.4</b> - Please confirm the subsections do not apply for the ST contract since the section notes that "no liquidated damages will apply to ST"	Liquidated damages will be enforced, and the applicable subsections related to liquidated damages will be applied accordingly.
TD-5	<b>Page 41, Section 6.11</b> - Please confirm if the listed Maximum Obligation of \$12,899,642 is for the Specialized Transportation contract for the full 5 year contract term	A maximum obligation for ST services will be determined during contract negotiations.
TD-6	<b>Page 58, Section 7.1.6</b> - Please confirm if the ST Contractor has had to purchase fuel when travelling to and from Palo Alto for the OOCMT service if the vehicle cannot make the full round trip on fuel obtained at the County yard	The ST Contractor does not have to purchase fuel when traveling to and from Palo Alto for OOCMT services, as a round trip can be completed without refueling if starting with a full tank. All trips leaving the yard should have a full tank
TD-7	<b>Page 58, Section 7.1.9</b> - Please confirm whether the County Express Contractor can use the LTA provided facility and office space to operate the ST contract if awarded both services.	The LTA is open to the idea, however a final decision on the matter will be made during contract negotiations.

TD-8	<p><b>Page 60, Section A.6</b> - Please clarify the hours for each of the service types should be the 'maximum' number of hours for each service given service level should NOT exceed more than 640 hours per month</p>	<p>The hours listed should represent the maximum number of hours per service type, not the minimum. The current maximum numbers provided are incorrect, as the total monthly maximum for all services should be approximately 558 hours. The revised maximum hours per service type are as follows:</p> <p>OOCMT Hours Max: 351          SLTP Hours Max: 112          MSAP Hours Max: 95</p>
TD-9	<p><b>Page 60, Section 7.2.6</b> - Please provide current performance for each of the 3 services, by month for the past 24 months for each service statistic listed</p>	<p>The LTA cannot provide the exact data requested, however an effort was made to provide metrics that reasonably reflect the performance of the ST service:</p> <p>Safety (accidents per 100k): 11.49 (June 2022-24)</p> <p>Customer Service (complaints per 100k): 0 (June 2022-24)</p> <p>Operations (On time %); N/A</p> <p>Operations (Onboard evaluations): N/A</p> <p>Operations (Service Hours Max): The maximum amount of service hours was not exceeded (October 2022-24)</p> <p>Maintenance (random inspection performance): N/A</p> <p>Customer Service (Follow-up performance): N/A</p>
TD-10	<p>Please provide daily service details for trips, hours, vehicles scheduled, for each day for the past 60 days of service</p>	<p>N/A</p>
TD-11	<p>Since this service provides trips out of the area, it was noted in a conversation that trips are grouped in to set days of the week. Please provide details on the day of week and trip times departing the Hollister</p>	<p>There is currently no set schedule for grouped trips. These trips are arranged on an as-needed and as-possible basis, meaning specific days of the week, departure times from Hollister, and return</p>

	are and then times each bus returned to the yard on these days.	times are determined based on demand and operational feasibility.
TD-12	<b>Page 62, Section 7.2.7</b> - Please confirm the employees working on the ST Contract can also work on other services in the local San Benito area as 'shared' employees to include the Project Manager	The question being asked is not completely clear.  Employees working on the ST contract, such as the Project Manager, can also work on the County Express contract as 'shared' employees.  If the question does not pertain to the sharing of employees between LTA services, it will be addressed during contract negotiations based on the specifics of the proposal.
TD-13	<b>Page 69</b> - Please provide the Monthly Reports for the past 12 months (Jan thru Dec 2024) for the ST service. Please provide the Daily Operations Summary for four (4) recent weeks of consecutive service without holidays - suggest October 2024	Please see Attachment 3.  Daily Operations Reports are not available.
TD-14	Question 3 - Please clarify is a Road Supervisor position currently exists. Please note how road supervision is currently provided by the ST Contractor for both local services as well as the Out of County services	Currently an Operations Coordinator position exists. This position performs many of the duties a Road Supervisor would do.
TD-15	Does the current ST provider have all the listed positions in this question to operate 6,700 annual hours? (Site Manager, Operations Manager, Safety and Training Manager, Supervisor/Dispatcher, Road Supervisor, Customer Service Specialist, Bus Driver, Bus and Shelter Cleaner/Fueler/Utility Person and administrative support personnel)	No.
TD-16	<b>Appendix F</b> - These reports and data are from 2019 which is 6 years ago. Please provide recent data and reports for this service	For updated Monthly Service Reports see Attachment 3  For an updated Specialized Transportation 5310 Report see Attachment 5  An updated Biannual Report and Monthly Summary Report are not available.

TD-17	<b>Appendix B</b> - Please provide the required Forms in Word format	Please see Attachment 4
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III. ADDENDUM NO. 1 ATTACHMENTS

Attachment 1: Redlined Changes

Attachment 2: Forms A-2 and A-4 – A-7

Attachment 3: 2024 Monthly Reports

Attachment 4: Appendix B Forms

Attachment 5: Specialized Transportation 5310 Report (Appendix F)

San Benito County Local Transportation Authority

Request for Proposals #2025-01

Operation of Specialized Transportation Services

Redlined RFP



**Question 11**

Describe the proposed bus, ~~bus stop and bus shelter~~ cleaning operation including, at a minimum, person-hours devoted to cleaning, investment in cleaning equipment/vehicles and supplies. Does your firm intend to subcontract out for bus, ~~bus stop, and bus shelter cleaning~~? Describe specifically how your firm will monitor bus cleaning and ensure compliance with the Scope of Work if deficiencies are discovered during monitoring procedures.

**6.10.4 Liquidated Damages (~~applies to CE only, no liquidated damages will apply to ST~~)****A. ST Base Performance Standards**

6. Operations – Service Hours: In no event shall the total monthly vehicle revenue hours billed to the LTA for ST services exceed ~~640~~ 558 hours. Of the ~~640~~ 558 hours, a minimum of ~~380~~ 351 hours shall be dedicated to OOCMT operations, a minimum of ~~120~~ 112 hours shall be dedicated to SLTP services, and a minimum ~~100~~ 95 hours shall be dedicated to MSAP services.

**6.11 Maximum Obligation**

Notwithstanding any provisions of this AGREEMENT to the contrary, LTA and CONTRACTOR mutually agree that LTA'S maximum cumulative obligation is limited to (insert dollar amount to be determined during contract negotiations) ~~Twelve Million Eight Hundred Ninety-Nine Thousand Six Hundred Forty Two Dollars (\$12,899,642)~~, including amounts payable to CONTRACTOR for leases, materials, and costs arising from or due to, termination of this AGREEMENT. It is the intent of the parties hereto that said maximum obligation shall be sufficient to compensate CONTRACTOR for services performed for three base years and two option years, and that said maximum obligation may have to be amended if CONTRACTOR provides services for LTA subsequent to that time period.

## **Attachment 2: Appendix A - Cost Forms**

[Appendix A - Price and Cost Forms.xlsx](#)

## **Attachment 3: Monthly Reports**

[2024 Calendar Year Monthly Reports \(ST\).xls](#)

## Attachment 4: Appendix B Forms

[Appendix B Attachment.docx](#)

# **Attachment 5: 5310 Specialized Transportation Report 5310**

[Specialized Transportation 5310 Report - 2023 \(Appendix F\).xlsx](#)