

City of Fairfield
Transit Comprehensive Operations Analysis RFP 2020-001 Addenda Information
 Questions and Responses
 September 11, 2020

Item No.	Question	Response
1	In Section 3, K. on page 11 of the RFP, will the agency consider reduction of the General Liability Aggregate insurance requirement from \$4,000,000 to no more than \$2,000,000? The higher level of insurance requirement appears high for this type of study.	Yes, the City will accept a General Liability Aggregate insurance requirement amount of \$2,000,000.
2	In Section 3., K. on page 13 of the RFP, will the agency consider removing the requirement that any subconsultants meet the insurance requirements stipulated for the prime contractor? This requirement will be difficult for subconsultants including DBE subconsultants to meet.	In case something occurs, the City's Risk Manager requests that subcontractors have the same \$2,000,000 General Liability Aggregate insurance requirement. This ensures both the prime contractor and the subcontractor maintain the same insurance levels.
3	Is there a budgeted amount for this project? Can you provide?	The City is relying on contractor industry knowledge and expertise to determine the annual budget for this procurement.
4	In consideration of the COVID-19 pandemic and prescribed safety precautions, would the City consider allowing electronic submission of the vendor (Contractor) proposal? For example, via an online portal or via secure email?	To be fair to all proposers, the City will require submission of proposals as outlined in the Request for Proposal.
5	Is the intention of the City that each Task be completed and/or approved prior to the advancement to the next sequenced Task? Or may some/all of the Tasks be conducted simultaneously or in alternate sequence?	The City's intent is for all tasks to be completed. However, the City is willing to consider alternative recommendations on how and when certain tasks will be conducted and whether tasks are completed simultaneously or in alternate sequence.
6	In Task #2, it articulates a number of groups the selected vendor (Consultant) must interview to attain Stakeholder input – which the list of named stakeholders are then identified in Appendix A. Is the intention that the vendor will conduct one-on-one interviews with each stakeholder identified in Appendix A? Or alternately, allow the selected vendor to conduct a group interview(s) of all or part of the identified stakeholders?	In consideration of the COVID-19 pandemic, the City is willing to consider group interviews or other innovative ways to obtain the stakeholder feedback needed.

7	<p>Section 4: Tasks and Scope of Work, under Task 4: Analysis of Current FAST System (bottom of page 14), the RFP requests “At a minimum, the consultant will prepare and provide a cost breakout and data collection schedule for three weekdays and one Saturday. The proposal should also provide options that would allow more sampling group/days so the City can tailor the survey to meet the COA requirements.”</p> <p>Could you please clarify the scope of this paragraph? In particular: is the City asking the Consultant to conduct a full ridecheck survey during a period of at least three weekdays, or is it asking to conduct a full ridecheck survey a minimum of three times, that is to complete at least three full samples for the weekday service?</p>	<p>The City is asking the Consultant to provide a data collection schedule that includes three workdays and one Saturday. The City would like the Consultant’s perspective and rationale for how the data is collected. The City wants to know the cost options if it is determined more sampling days are needed to analyze the current FAST system. Because of the COVID-19 pandemic, the City is willing to consider alternative approaches to analyzing the current FAST system.</p>
8	<p>Section 3: Instructions to Proposers, under F. Proposed Project Timeline. What is the deadline for the City to respond to questions to the RFP from prospective consultants?</p>	<p>The City will respond to questions submitted in accordance with RFP guidelines by COB on Friday, September 11, 2020.</p>
9	<p>What is the anticipated budget for this project?</p>	<p>The City is relying on contractor industry knowledge and expertise to determine the annual budget for this procurement.</p>
10	<p>What is the anticipated timeframe for completion of this project?</p>	<p>The City is relying on contractor industry knowledge and expertise to determine the best and most effective timeframe to complete this project.</p>
11	<p>Please clarify: When the RFP refers to “all FAST fixed routes,” does this also include the two SolanoExpress routes?</p>	<p>The primary intent of the COA is to analyze FAST local fixed route, complementary ADA paratransit, and the Local Reduced Fare Taxi Program. The commuter service is overseen by Solano Transportation Authority and other participating Solano County partners (including Fairfield and Suisun), however, the City is willing to consider a separate proposal to analyze and make recommendations to FAST for SolanoExpress system operations related to operation of the Blue Line and Green Express (GX) Line.</p>

12	Task 4 includes data collection on every FAST fixed-route trip and specifies data will be collected for three weekdays and a Saturday. Is the goal to collect data for three weekdays and a Saturday for each route, or is the data collection timeframe for all routes limited to four calendar days?	The City is asking the Consultant to provide a data collection schedule that includes three workdays and one Saturday. The City would like the Consultant's perspective and rationale for how the data is collected. The City wants the consultant to outline additional cost options if it is determined more sampling days are needed to analyze the current FAST system. Because of the COVID-19 pandemic, the City is willing to consider alternative approaches to analyzing the current FAST system.
13	Task 5 specifies "interviews" for the passenger survey. Are these strictly interviews (where the surveyor records the responses) or will administration of a paper instrument via an intercept survey fulfill this requirement? Will online responses be acceptable?	In consideration of the COVID-19 pandemic, the City is willing to consider innovative ways to obtain the stakeholder feedback needed. The City would consider a survey or paper instrument as one alternative to collect the information needed to fulfill Task 5.
14	Does FAST maintain any databases or mailing lists of fixed-route riders that could be used to reach out to riders who are not currently riding due to COVID-19?	The City does not currently have a local fixed route mailing list, but the City would be willing to collaborate closely with the Consultant to develop such a list for that purpose.
15	Regarding City Council presentations, please confirm that a minimum of three are required: two under Task 7 (Fairfield and Suisun City Councils) and one under Task 10 (Fairfield City Council).	Yes, you are correct.
16	What is FAST's desired completion date for the Comprehensive Operational Analysis?	The City is relying on contractor industry knowledge and expertise to determine the best and most effective timeframe to complete this project.
17	The RFP states that "Consultant shall collect and review comprehensive data on every currently scheduled FAST fixed-route trip." Are the City buses equipped with automated passenger counters? If yes, who is the vendor or service provider?	Yes, the vendor/service provider is Nextbus.
18	Is the City able to provide stop-by-stop boardings and alightings by trip for weekdays and weekend for a period preceding the COVID-19 pandemic (pre March 2020 data). If yes, when was the data collected?	Yes, this pre-pandemic data information can be provided for a period preceding the COVID-19 pandemic (pre March 2020 data).
19	What software does FAST/Contractor use for scheduling, run cut analysis and preparing the run bid?	FAST has been utilizing Remix for scheduling. MV Transportation, Inc. uses its own software to develop run cuts and bids.