



REQUEST FOR PROPOSALS
TRANSIT INTEGRATION & EFFICIENCY STUDY
(RFP#20-922)
Addendum #2
October 29, 2020

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Item #1: Acknowledgement of Receipt of Addendum

The undersigned acknowledges receipt of Addendum #2 to VCTC RFP No. 20-922. This receipt must be included with your firm's proposal. Any proposal submitted without a completed Acknowledgement of Receipt of Addendum may be deemed non-responsive and discarded.

Authorized Signature

Dated

Printed Name

Company/Firm



Item #2: Written Questions submitted regarding the RFP and VCTC responses

QUESTIONS and ANSWERS		
Question #	Question	Firm Name
1	Will you be sharing the pre proposal attendee list and / or any of the presentation that was shared at the October 8th pre proposal meeting for the subject RFP?	Capital GCS
VCTC ANSWER 1	<i>VCTC posted the pre-proposal attendee list and meeting video October 14, 2020 (Note: Question submitted October 13, 2020)</i>	
2	Can you confirm RFP due date? (Cover and page 15 outline due date as 11/18, page 7 says 11/10)	Arellano Associates
VCTC ANSWER 2	<i>This is to confirm the RFP Due Date is NOVEMBER 18, 2020. The reference to November 10, 2020 2020 was in error and has been deleted via addendum.</i>	
3	Can you confirm if VCTC anticipates in person activities being permitted?	Arellano Associates
VCTC ANSWER 3	<i>As the project's notice-to-proceed is expected to for February 2021, it is anticipated that in person activities will be permitted. However, all staff and any vendors must follow Public health orders and agency-by-agency policies at all times.</i>	
4	At what point will the Existing Services Memorandum be provided to the consultant?	Kearns & West
VCTC ANSWER 4	<i>It is anticipated that this memorandum shall be provided no later than February 15, 2021 or upon Issuance of Notice to Proceed, whichever is later.</i>	
5	How would you describe the current level of support for integration among Ventura County transit operators?	Kearns & West
VCTC ANSWER 5	<i>It varies among the agencies.</i>	
6	What proportion of the budget/effort would VCTC anticipate should be allocated to the public input and consensus-building elements of this project?	Kearns & West
VCTC ANSWER 6	<i>We anticipate a robust public outreach and consensus building effort but will leave the proposers to determine the optimum percentage.</i>	
7	Does VCTC have the final say about carrying forward the recommendations of the study? What does VCTC envision as the next step following completion of the study?	Kearns & West
VCTC ANSWER 7	<i>As the County transportation commission, and RTPA, VCTC will have the final determination on carrying forward the recommendation. We will strive to ensure that it is a consensus recommendation.</i>	
8	Q: Could VCTC confirm that the submission deadline is November 18 (and not November 10 as listed on page 8 of the RFP)?	Cambridge Systematics



VCTC ANSWER 8	<i>This is to confirm the RFP Due Date is NOVEMBER 18, 2020. The reference to November 10, 2020 was in error and has been deleted via addendum.</i>	
9	Q: Does the 11 point font requirement include tables or graphics/figures?	Cambridge Systematics
VCTC ANSWER 9	<i>No, it does not.</i>	
10	Q: Due to the COVID-19 pandemic, our offices remain closed and our staff are working remotely. This situation makes it difficult to obtain original signatures on documents, to collect hard copies and original signatures from subcontractors who may also be working remotely, and to print and sign large volumes of documentation. Given the important public health concerns, and the current remote working environment for many consultants, would VCTC consider 1) waiving the original signatures requirement, and 2) allowing proposers to submit 1 electronic copy of our proposal on a flash drive in place of the 6 hard copies?	Cambridge Systematics
VCTC ANSWER 10	<i>To expedite signature gathering of documentation, VCTC will accept a printed "Original" proposal signed using secure digital or electronic signature tools, such as AccuSign, DocuSign, etc. The signed PDF version must be submitted in conjunction with the physical proposal Original. In addition, VCTC desires that firms submit the minimum physical hard copies of proposals as specified in the RFP.</i>	

Note: All questions received during the virtual pre-proposal meeting were answered at that time, during the meeting. Please use the following link to access the pre-proposal meeting recording:
<https://youtu.be/3fdZVzmKWGI>

Item #3: Correction to RFP regarding Proposal Due Date (Page 7).
[New text] ~~[Deleted text]~~

“Proposal Requirements

Please provide one original signed proposal (unbound in 3-ring a binder), plus five hard copies, and an electronic PDF version, to the VCTC office at 751 E. Daily Drive, Suite 420, Camarillo, CA 93010 no later than 5:00 p.m. on November 18 ~~10~~, 2020.”

(RFP #20-922, 7)