



Ventura County Transportation Commission

ADDENDUM NO. 2

RFP FOR PROPOSALS FOR COMMUNITY OUTREACH PROGRAM

FOR VALLEY EXPRESS TRANSIT SERVICE

Issued May 8, 2023

The Ventura County Transportation Commission issues this addendum to inform proposers of all questions received through the non-mandatory pre-proposal meeting and various emails from potential bidders. The following changes, additions, and/or clarifications shall be made to the requirements for the above-mentioned project. In case of a conflict between the original RFP package and this Addendum, this Addendum shall govern.

All requirements contained in the RFP package shall apply to this Addendum, and the general character of the project called for in this Addendum shall be the same as originally set forth in the applicable portions of the RFP documents, unless otherwise specified under this Addendum. All incidental work necessitated by this Addendum, as required to complete this project, shall be included in the RFP, although not specifically mentioned in this addendum. The balance of the RFP documents shall remain unchanged.

The proposer shall acknowledge receipt of this Addendum in the Letter of Transmittal form as part of the proposal submittal.

THE FOLLOWING ARE QUESTIONS RECEIVED BY POTENTIAL BIDDERS AND ANSWERS PROVIDED BY VCTC STAFF.

QUESTIONS RECEIVED DURING NON-MANDATORY PRE-PROPOSAL MEETING:

1) Do Valley Express social media accounts include an Instagram account? If not, is VCTC open to the idea of the consultant creating one for the project?
A: Valley Express does not have an Instagram account. VCTC is open to exploring this idea further.
2) Regarding Valley Express eblasts, how frequently are these sent?
A: There is no fixed frequency for the Valley Express eblasts. The frequency is contingent on major projects underway, events schedule, and/or other public awareness campaigns that are underway.
3) Appendix F DBE Information includes an agency established DBE goal of 12% for this contract. What are the scoring criteria for this? How will this be evaluated? Is this pass/fail or points awarded?
A: This requirement (Appendix F) has been removed and bidders are no longer required to fulfill this part of the RFP.
4) What is the max number of pages for proposals?
A: There is no maximum number of pages for proposals.

5) Who is the current contract awardee for Valley Express Community Outreach?
A: Celtis Ventures, Inc currently holds this contract.
6) For updating bus stop information, is hardware paid for by VCTC?
A: VCTC will pay for bus stop hardware and any other items needed to update bus stops signs and/or public information.

QUESTIONS RECEIVED VIA EMAIL DURING PERIOD ENDING ON MAY 4, 2023:

1) What are the general demographics of the target audience? Age, income, primary language preference etc.
A: The target audience will be dependent on the project or campaign. We expect to run public awareness campaigns for fare paying youth ages 6 to 17, young adults aged 18 – 25, adults aged 26 – 64, seniors aged 65+, no income levels for the target audiences have been established, and it should be expected that VCTC will want to target both English and Spanish speakers throughout the contract.
2) Will the new Moorpark service be timed to tie into the Metrolink and Amtrak schedules?
A: It is staff's goal to plan the service's schedule to meet Metrolink and Amtrak trains at the Moorpark train station.
3) Have the current buses been used to provide transportation to Ventura County Fair, community festivals or other "non-work or school" transportation needs, for additional revenue streams?
A: No, Valley Express buses have not been used to provide transportation for additional revenue streams. It is against Federal Transit Administration regulations to provide any type of charter service using Federally funded public transit buses. The Valley Express has been used to provide public booster service to community events at no additional charge to event organizers.
4) Do you have a relationship with the Boys & Girls Clubs of Santa Clara Valley (same footprint - Santa Paula, Fillmore, Piru) and their after-school transportation needs?
A: No, Valley Express has no relationship with the Boys & Girls Clubs of Santa Clara Valley.
5) The RFP states that the program will be implemented for a period of three years, with two option years as a fixed price contract with an overall annual budget not to exceed \$70,000 per year. Will the contract allow for rate escalation per year?
A: The contract will allow for a rate escalation per year if the annual budget does not exceed \$70,000 per year.
6) What is the page count for the proposal, and does that include proposed staff resumes?
A: There is no required page count for the proposal.
7) In regard to Task 3: Website, does this include the development of a new website for the program, or just maintenance and updates to an existing VCTC website?
A: Just maintenance and updates to the existing valleyexpressbus.org website.
8) Do you have an existing bus database for your bus stops?
A: Yes, we have an existing database for each Valley Express stop. It will need to be updated with the current information.
9) Is there a timeline for updating the vehicle decal design?

A: The vehicle decal design will coincide with the order and delivery of a replacement fleet of 15 vehicles. It is expected that these buses will be ordered in the 2023-2024 fiscal year and take approximate 18-24 months to assemble and deliver.

***AS A REMINDER, THE DEADLINE TO SUBMIT PROPOSALS TO THIS RFP IS THURSDAY, MAY 18, 2023
BY 4:00 P.M. PST.**

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