



## **ADDENDUM NO.1**

### **RFP FOR VCTC FY2025-2034 SHORT RANGE TRANSIT PLAN UPDATE**

**ISSUED JULY 14, 2023**

The Ventura County Transportation Commission issues this addendum to inform proposers of revisions to the Requests for Proposal (RFP) package and is hereby made a part of the RFP documents. 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.**

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### **MODIFICATIONS TO RFP FOR VCTC FY2025-2034 SHORT RANGE TRANSIT PLAN UPDATE:**

M1: Revise the date for Responses to Questions and all referenced contained herein the following RFP under Key Dates, Responses to Questions from June 14, 2023 to July 14, 2023.

M2: Attachment A – Cost Proposal – the summary page has been modified to allow for readability of entire costs.

M3: Revise the following text from Scope of Work, 3. Stakeholder Engagement, 3.2 Focus Groups, “A detailed discussion guide and ~~note-taking template~~ will be developed to support efficient focus group discussions and usable meeting notes.”

M4: Revise the date for Interviews from August 2, 2023, via Microsoft Teams Meeting to the week of August 7th, 2023, via Microsoft Teams Meeting.

M5: Revise number of deliverables for Task 3, Deliverables – Item #3, “3. Content for ten (10) public workshops) to “3. Content for eleven (11) public workshops).

## **CLARIFICATIONS TO VCTC FY2025-2034 SHORT RANGE TRANSIT PLAN UPDATE:**

**Q1: Has VCTC established a budget or not-to-exceed amount for this project?**

A1: VCTC has established a budget of \$400,000 for the SRTP (excluding Task 10 – Countywide Paratransit Integration Analysis. Task 10 – Countywide Paratransit Integration Analysis has an established budget of \$275,000.

**Q2: Does the page count for the Project Team section of the proposal include team member resumes? If so, would VCTC consider expanding that section to 15 pages?**

A2: Yes. The maximum number of pages permitted for the 7. Project Team section (III. Proposal Submittal Instructions – Proposal Information and Content) is fifteen (15) pages.

**Q3: During the prebid conference, VCTC staff indicated there would be some flexibility beyond the stated December 2024 completion date indicated on page 2 of the RFP. Please confirm this, as the December 2024 completion date is not consistent with the 18- to 20-month timeframe cited on page 10 of the RFP.**

A3: The eighteen (18) months completion from the dated of issuance of the Notice to Proceed shall take precedence over the December 2024 timeframe referenced in the RFP and Scope of Work.

**Q4: Under Task 1.2, the RFP states a minimum of 14 calendar days are required for VCTC staff review of each deliverable. Does this apply to all items identified as deliverables (including meeting agendas and minutes) or primarily to substantive deliverables (such as summaries, interim reports, service plans, etc.)?**

A4: This requirement applies to major deliverables (e.g. summaries, draft reports, service plans, etc.).

**Q5: Task 1.2 also indicates more complex deliverables may require 3-4 additional weeks for review. Can you identify which deliverables would be considered “more complex” so that we can budget for the appropriate review period within the proposed project schedule?**

A5: Complex deliverables may include those identified in Task 4. Service Evaluation, Task 5. Service Plan Development, Task 6. Capital Plan, and Task 7. Financial Plan, and Task 9. Fare Evaluation.

**Q6: In Task 3.1, will all committee presentations be in-person? Or will there be an option for virtual participation?**

A6: There will be an option for virtual participation for all committee presentations referenced in Task 3.1.

**Q7: Task 3.2 states there will be three focus group meetings that will include “up to five human service organization staff and clients.” Is this up to five participants per meeting? Should each**

**focus group be limited to a single organization and its respective clients? Or would participation by clients and staff from multiple organizations be acceptable? Or should participation be limited to staff and clients from five organizations, spread across the three meetings? Please clarify.**

A7: Participation by clients and staff from multiple organizations is acceptable as long at least each focus group includes at least one human service organization staff and client.

**Q8: In Task 3.2, please clarify what is meant by a “note-taking template.”**

A8: See response for M3 in Modifications to RFP for VCTC FY2025-2034 Short Range Transit Plan Update section.

**Q9: Task 3.3 states VCTC plans to hold one community workshop for VCTC Intercity, two general community workshops (in the East and West County), and three virtual public workshops. What would the consultant’s role in each of these workshops be? The same as for the eight community workshops (which we presume would be facilitated primarily by the consultant)? Or will the consultant function as secondary to VCTC staff?**

A9: The Consultant shall assume the responsibility of facilitating the community workshops for ALL the community workshops.

**Q10: Under Task 3.4, the RFP indicates the surveys should be completed on three weekdays (Tuesday, Wednesday, and Thursday) and one Saturday. Is it VCTC’s intent all surveys be completed during a single calendar week? Or should surveying for each individual operator be conducted across a single calendar week, resulting in a (total) survey period which would span multiple weeks?**

A10: No, it is not VCTC’s intent to have all surveys completed during a single calendar week. Proposers may survey each individual operator across a single calendar week or by any other approach that maximizes efficiency.

**Q11: Please clarify that under Task 3.4, VCTC is expecting all trips for all routes to be surveyed. Is it VCTC’s intent that every trip include an onboard surveyor? Or will there be an opportunity for drivers to distribute surveys for trips deemed problematic (i.e., one-way travel)?**

A11: VCTC does not require that all trips for all routes be included in surveying efforts. However, trips for each time period should be included and each route must be surveyed for all operators. The awarded Consultant shall develop a stratified sampling plan that allows for the surveying of trips for each time period (e.g. Early AM, AM Peak, Midday, PM Peak, Evening, etc.).

VCTC will assist in facilitating surveys to be placed onboard buses (via envelope or other placement approach) that drivers can collect from passengers at the end of the trip. Minimal assistance will be available due to the priority of operating the bus.

**Q12: Under Task 3.4, is VCTC expecting on-board surveys of all Dial-A-Ride services? Or will alternate data collection methods for Dial-A-Ride customers be considered?**

A12: Alternate data collection methods for collecting surveys from Dial-A-Ride customers may be considered.

**Q13: Under Task 3.4, please confirm ECTA trips are not part of the on-board survey activity.**

A13: East County Transit Alliance trips WILL BE included as part of rider surveys. Please refer to A12 for Q12 for additional context.

**Q14: Under Task 3.4, does VCTC have a preferred timeframe for survey data collection?**

A14: VCTC prefers to have the survey data collection occur in September, October, Or early November 2023. However, VCTC is flexible depending on when the contract is awarded and NTP is issued, thereby the Consultant may need to conduct the survey in Spring 2024.

**Q15: In the deliverables for Task 3, it references “content for ten public workshops.” Does this refer to the eight community workshops and two general community workshops? Does VCTC wish for the consultant to be responsible for preparing content for the VCTC Intercity or virtual workshops? Or will VCTC staff handle this activity?**

A15: Yes, the Consultant shall develop content for the eight (8) community workshops, two (2) general community workshops, and one (1) community workshop for Intercity identified in Task 3.3 – Community Workshops, for a total of eleven (11) workshops. However, the virtual workshops will use the same content as the two general community workshops.

**Q16: Please confirm: Under Task 5.2, service plan scenarios will not be prepared for rail service. However, VCTC rail service is to be included in the capital and financial plans.**

A16: The awarded Consultant WILL NOT develop Service plan scenarios for rail service. Metrolink and LOSSAN are currently working on or have recently developed plans that will be included in the SRTP and will be provided by VCTC staff.

**Q17: Is the purpose of Task 8.3 the creation of a Community Engagement and Partnerships Plan which can be implemented by VCTC at a later time? Or will the Plan be implemented by the consultant as part of the SRTP process?**

A17: The purpose of Task 8 – Community Engagement and Partnerships Plan is to be implemented by VCTC staff. The timeframe shall allow for the ability to implement recommendations once the SRTP is approved and adopted by VCTC’s Board of Commissioners.

**Q18: Please confirm: As discussed during the pre-bid conference, it is VCTC’s intent that VCTC staff will facilitate most of the 14 presentations of the draft and final project report to operator**

**governing bodies (Task 11.1), with the consultant only required if highly technical information is to be presented. Should the consultant plan to be present for the presentation to the VCTC Board?**

A18: The Consultant will be responsible for presenting up to fourteen (14) presentations of the draft and final SRTP to each operator’s governing body. VCTC will assist as needed. Yes, the awarded Consultant shall also plan to present the draft and final SRTP to VCTC’s Board of Commissioners.

**Q19: Draft Agreement – Is invoicing billed monthly as a percentage of each task completed within that month or only when tasks are 100% complete?**

A19: Invoicing shall be billed monthly based on the total number of hours work performed under the Agreement for each task.

**Q20: Business License – Do Proposers need to have an active VC business license in order to submit a proposal or would it be acceptable to obtain a business license during contract negotiations?**

A20: Proposers are not required to have an active VC business license.

**Q21: Scope/Data – Can you please provide daily route level ridership and revenue hour information for each service included within this study?**

A21:

<b>Operator</b>	<b>Route</b>	<b>Average Daily Ridership</b>	<b>Revenue Hours</b>
Ojai Trolley	Route A	136.4	12.06
Camarillo Area Transit	Fixed Route	23	8
	Trolley	51	9
Thousand Oaks Transit	Route 40 Newbury Park	89.6	14.54
	Route 41 Midtown A	89.6	14.54
	Route 42 Midtown B	89.6	14.54
	Route 43 TOB Express	89.6	14.54
	Route 44 Crosstown	89.6	14.54
County of Ventura/TOT	Kanan Shuttle	N/A	10.4
Simi Valley Transit	Route 10/20/30	523	17.3
Moorpark City Transit	Route 1	42.3	11
	Route 2	32.3	11
Valley Express	Santa Paula A	3.64	6.38
	Santa Paula B	2.23	5.09
	Santa Paula Tripper	3.55	0.92
	Fillmore Circulator	4.36	5.38
	Fillmore Tripper	34.8	1.94
	Piru Shuttle	113.9	21.02

VCTC Intercity	Highway 101	234.7	44.0
	Highway 126	384.6	45.0
	East County	79.1	28.7
	Cross County Limited	103.4	32.9
	Coastal Express	429.2	96.1
	Channel Islands (Camarillo - Oxnard, CSU Channel Islands, and Camarillo)	285.1	46.0

**Q22: For Scope Section 11.1 Board Review/Approval – Do you anticipate that the Consultant will give these 14 presentations or just be responsible for preparing the required materials? If giving the presentations, is it anticipated that all of these meetings would take place in person?**

A22: The Consultant will be responsible for conducting the 14 presentations and also responsible for preparing the required materials. The Consultant shall assume all 14 presentations to be in-person unless a virtual option is permitted. Presentations to the VCTC Board of Commissioners will be in person.

**Q23: Stakeholder Engagement – Does VCTC want the consultant to facilitate some or all of the focus group meetings as well as provide the discussion guide/questions? Will consultant attend all focus group meetings?**

A23: The awarded Consultant shall facilitate all of the focus group meetings as well as the development of the discussion guide/questions. Yes, the awarded Consultant will attend and lead all focus group meetings.

**Q24: Stakeholder Engagement – Can there be overlap in the community meetings? For example, could there be 1 meeting in Ventura that serves as the City of Ventura workshop, the Intercity workshop and a general community workshop? Or is it VCTC's intention to have 11 separate in-person meetings?**

A24: VCTC will consider the proposal related to grouping of workshops.

**Q25: Stakeholder Engagement – Will consultant be responsible for developing collateral materials, website content or social media posts during the project?**

A25: Yes, the Consultant will be responsible for developing collateral materials, website content, or social media posts during the project.

**Q26: Stakeholder Engagement – Will consultant be responsible for promoting the online survey in encourage survey participation (such as creating a paid social media strategy?)**

A26: VCTC will manage the promotion of the online survey efforts through its Marketing consultant.

**Q27: Stakeholder Engagement – Will consultant be responsible for promoting the community workshops (such as creating email blasts, paid or organic social posts, print ads, etc.)?**

A27: Yes, the Consultant will be responsible for creating content for email blasts, paid or organic social posts, print ads, etc..

**Q28: Community Engagement and Partnerships Plan – Can VCTC comment on their community engagement efforts to date? What do they feel has been especially successful? What could be improved?**

A28: Please refer to the following links for VCTC’s Outreach Program Update at its April 2023 Commission meeting:

<https://www.goventura.org/wp-content/uploads/2023/03/AGENDA-OF-APRIL-7-2023-2.pdf>

[https://www.goventura.org/wp-content/uploads/2023/03/ATTACHMENT-ITEM-11\\_VCTC-Outreach-Update-4.4.23.pdf](https://www.goventura.org/wp-content/uploads/2023/03/ATTACHMENT-ITEM-11_VCTC-Outreach-Update-4.4.23.pdf)

**Q29: Can VCTC please clarify which forms need to be submitted by subconsultants?**

A29: Attachment C – Required Forms, Item 7 – Subcontractors’ Certificate Regarding Debarment, Suspension, Ineligibility, or Voluntary Exclusion Form.

**Q30: Can VCTC please confirm that the forms in Attachment C should be included as part of the technical proposal submittal rather than submitted with the cost proposal?**

A30: Attachment C – Required Forms shall be included as part of the technical proposal submittal.

**Q31: Attachment C: Form A: Proposal Submission Checklist lists documents that are required for each submission. In that checklist is the Draft contract (Attachment A). Can VCTC confirm that the draft contract (Attachment A) should be submitted along with the other required forms in the technical proposal?**

A31: Yes, the draft Contract shall be submitted in addition with the other required forms along with any requested exceptions to the draft contract.

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**\*AS A REMINDER, THE DEADLINE TO SUBMIT PROPOSALS TO THIS RFP IS FRIDAY, JULY 28, 2023 @ 5:00 PM (PST).\***

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