



ADDENDUM NO.1

REQUEST FOR PROPOSALS (RFP) FOR VENTURA COUNTY COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

ISSUED May 6, 2026

The Ventura County Transportation Commission issues this addendum to inform proposers of revisions to the Requests for Qualifications (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 as part of the RFP submittal.

MODIFICATIONS TO RFP:

There are no modifications to the RFP.

CLARIFICATIONS TO THE RFP:

Q1: Please clarify whether Mandarin language capability is required for written translation services only, in-person interpretation services only, or both written and in-person services.

A1: Written translations are required. In-person interpretations will be facilitated on an as-needed basis with assistance from VCTC.

Q2: What is the desired timeframe for completion of this project?

A2: The estimated duration of the project is between 12-14 months.

Q3: Please indicate whether VCTC will require consultant support related to Title II ADA accessibility compliance for its website?

A3: No. VCTC does not anticipate requiring consultant support related to Title II ADA accessibility compliance for its website under this procurement.

Q4: Does VCTC have a proposed budget or budget range for the project?

A4: VCTC is currently in the process of refining its project budget. While a final budget has not yet been established, the preliminary cost estimate range between \$170,000 and \$200,000 and is subject to refinement.

Q5: Please confirm if cost and technical proposals should be submitted in separate emails (rather than as separate files in the same email).

A5: Proposers may submit the cost proposal and technical proposal within a single email; however, each proposal must be provided as a separate file.

Q6: If held, will bidder interviews be in person or virtual?

A6: Interviews will be held virtually.

Q7: For the proposal, do cover pages and resumes count towards page limits?

A7: Cover pages do not count towards page limits. Resumes shall be included as an Appendix but will not count towards page limits.

Q8: If a section does not use its full page allocation described the RFP, can we reallocate these pages for other sections? For example, if Section 3 – Project Team and Organization uses only 4 of the 6 page limit, can these pages be reallocated to Section 2 – Project Understanding and Approach? This request reflects the relative weighting of evaluation criteria described on page 5 of the RFP.

A8: No. Page limits identified for each proposal section represent maximum page allocations for that section and may not be reallocated to other sections. Proposers are

expected to adhere to the page limits specified for each section, regardless of whether the full allocation is utilized.

Q9: In regards to Task 4. Community and Stakeholder Outreach, we would like clarification of the following to assist in our assumptions:

- 1. Materials & Branding - Will VCTC provide project branding giveaways for use in outreach materials and pop-up events?**
- 2. Event Logistics & Costs - Will VCTC cover costs associated with community event participation, such as booth fees, entry fees, or facility rentals for pop-up outreach? Will VCTC assist in securing event locations or coordinating with partner agencies for hosting outreach activities?**
- 3. Listening Sessions/Workshops - The RFP states under Task 4. “Engagement may include surveys, meetings, workshops, focus groups, interviews, and other direct contact, and will be adjusted as needed over the course of plan development as may be directed by VCTC.” Please clarify whether workshops and focus groups are intended to be standalone public events, or if the description of “ 4.2 Interviews and Listening Sessions” will serve this purpose? If workshops/focus groups are anticipated, how many are expected and what level of facilitation and materials development is required?**
- 4. Translation Needs - Can VCTC confirm that Mandarin translation will only be required for the printed outreach materials, so the budget does not need to reflect a Mandarin interpreter for pop-up events?**

A9: Regarding Item #1 – Yes, VCTC will provide VCTC-branded giveaways for use in outreach materials and pop-up events.

Regarding Item #2 – Yes, VCTC will cover booth fees, entry fees, or facility rentals for pop-up outreach events. VCTC will assist in securing event locations and/or coordination with partner agencies for hosting outreach activities.

Regarding Item #3 – The engagement activities described under Task 4 are intended to be flexible and primarily focused on targeted stakeholder engagement, rather than large, standalone public workshops. The activities described in Task 4.2 – Interviews and Listening Sessions are anticipated to serve as the primary mechanism for conducting focused engagement and may include one-on-one or small-group discussions with key stakeholders, service providers, and community representatives.

While workshops or focus groups may be proposed, they are not required as standalone public events and should be considered only where such formats add value to the engagement strategy. VCTC does not anticipate large public workshops as a required element of this task unless specifically proposed by the consultant and approved by VCTC.

VCTC anticipates working collaboratively with the selected consultant to refine and adjust engagement activities over the course of plan development, as needed.

Regarding Item #4 – Mandarin translation will only be required for the printed outreach materials.

Q10: With respect to stakeholder engagement, would VCTC be open to flexibility in the number and/or locations of in-person events based on their anticipated effectiveness and level of participation? Since COVID-19, in-person attendance at transit-related events has been more challenging, so we aim to allocate resources strategically toward engagement approaches that yield the highest level of participation from a cross section of Coordinated Plan target populations and result in the most meaningful outcomes.

A10: VCTC staff is open to considering alternative approaches, provided such approaches equitably address participation efforts throughout Ventura County.

Q11: VCTC is currently conducting a countywide bus stop assessment with an anticipated completion of April 2026. Is it anticipated that the assessment will indeed be completed in time for the consultant to use towards completion of Task 3.2 or is there a previous iteration of a bus stop assessment that is available?

A11: Yes, the Bus Stop Inventory Assessment is anticipated to be completed by May 2026.

Q12: 4. Community & Stakeholder Outreach: Regarding surveys and interviews (4.2), are there any target numbers required or expected?

A12: Each organization contained in the table is expected to be interviewed as part of the Coordinated Plan development. VCTC encourages virtual meetings that maximum quantity and quality of feedback.

Q13: 4. Community & Stakeholder Outreach: Is the review team open to tweaking the 11 in-person pop-up strategy at the location list, if the updated strategy, which includes some pop ups, also reaches a broad cross-section of residents, including individuals who may not typically participate in formal planning processes?

A13: VCTC staff is open to considering alternative approaches, provided such approaches equitably address participation efforts throughout Ventura County.

Q14: 4. Community & Stakeholder Outreach: a variety of resources such as maps, photos and surveys are requested to be made available online. Will VCTC facilitate

this online posting of project resources on its web site, or is the consultant expected to create and maintain a microsite containing these resources?

A14: VCTC will facilitate the online posting of project resources on VCTC's website via a dedicated project website. The Consultant shall provide applicable materials for VCTC to post/share via its website, social media, channels, etc.

Q15: Are there any other forms that proposers should submit besides the Federal Certifications - Certification and Restrictions on Lobbying form?

A15: Please refer to Section 5. Format and Completeness Checklist

Q16: Do subcontractors need to submit the Federal Certifications - Certification and Restrictions on Lobbying form?

A16: Yes

Q17: Could proposers submit the project schedule and cost proposal PDF on 11x17 size paper?

A17: Yes.

Q18: Have any of the agencies associated with this effort developed guidelines for either RideCo or Ecolane users on how each of the three methods of demand response scheduling should be used? These are:

(A) Recurring scheduled standing order. These are important for efficiently grouping recurring rides to work, dialysis, adult healthcare, support programs for adults with intellectual and developmental disabilities, and even neighborhood/complex-focused weekly grocery trips. Pick-up and arrival times can be negotiated to create and maintain efficient grouping.

(B) Advanced reservation trips, most often used for medical and rehabilitation appointments. If the cost of the ride is to be reimbursed through manage care insurance, including Medi-Cal, the ride has to be a pre-approved in advance.

(C) On demand rides. These are often necessary for will-call return rides for medical appointments and if a client has to work late or stay for another activity.

A18: Each agency on RideCo has subscriptions available to their passengers. No agency in RideCo currently gets reimbursed for Medi-Cal trips. Yes agencies on RideCo offer on-demand rides.

Q19: One of the biggest concerns when individual jurisdictions have their own demand response services is the inability to cross jurisdictional boundaries to reach a necessary destination. I see a reference in the short-range transit plan towards enabling one seat rides. Has anyone in Ventura County inventoried denied trip

requests to see which denied interjurisdictional trips are most requested? Is an inventory available showing interjurisdictional demand response transfers by location and frequency?

A19: ECTA provides cross jurisdictional journeys for participating cities. Camarillo Area Transit and Gold Coast Transit District also enable one-seat rides outside of their service area to select locations in the county. This would need to be analyzed further.

Q20: ADA paratransit services often offer more than the minimum required by US DOT regulations. Some riders may need hand to hand transportation, as they otherwise might wander away. Some riders may need to ride longer than geographically necessary if their caregivers schedule and the opening and closing times at their day program for worksite don't coincide. Some riders may need on-board supervision. I have two questions here:

(A) Do the ADA paratransit providers know which riders need extra service and how many trips are involved on an average week?

(B) Have any transit systems entered into cooperative agreements with human service transportation providers either to support them or to pay them to transport riders?

A20: This analysis will be undertaken in Task 3 – Inventory of Ventura County Transportation Resources.

Q21: As Ventura County has both ADA paratransit and micro transit, have the ADA eligibility process has been revised to indicate what capabilities each client has? Most riders need ADA paratransit because they can't get to and from the bus stop independently. Micro transit would solve that. Examples of capabilities needed to use micro transit:

(A) can the individual reach the curb independently?

(B) can the individual wait at a bus stop and pay the fare independently?

(C) can the individual cross the street independently?

(D) can the individual transfer to and from fixed route transit independently?

(E) can the individual find the destination independently?

A21: Yes, this is part of the ADA Eligibility Certification process.

Q22: As transit technology platforms including RideCo and Ecolane allow assignment of funding sources to each client and an individual funding source to each ride, do any

of the County's RideCo or Ecolane users allow human service agencies to sponsor rides?

A22: RideCo would be able to set this up if required. No agencies currently have this ability enabled.

Q23: As transit technology platforms including RideCo and Ecolane allow assignment of rides to non-dedicated providers which could include non-profit agencies or for-profit taxi/NEMT providers, will this study request analysis of how many non-dedicated vehicles are needed during which hours of the week and in which geographic sectors?

A23: This analysis may be undertaken in Task 5 – Gap Analysis and Priority Identification.

Q24: Are all rides originating at homes scheduled to the latest allowable arrival time? Conversely, are all rides destined to home scheduled to the earliest allowable pick-up time? This is an industry best practice.

A24: Rides are negotiated within the allowable ADA guidelines. The RideCo system attempts to pickup and drop-off passengers as early as possible.

Q25: Subscription rides are not a requirement. They are a convenience for both the rider and the ride provider. Has the productivity of subscription rides in terms of boardings per vehicle hour and all other rides been compared?

A25: Subscriptions drop well before on-demand bookings open. Therefore, on-demand rides are negotiated around subscription times.

Q26: RideCo and Ecolane are able to send advanced notifications that the ride is coming to each rider. Has that capability been customized for the needs of each individual? Depending on disability, and if they live in a high-rise, needs may differ.

A26: Yes, RideCo sends IVR calls and SMS notifications about upcoming and ongoing trips. Passengers can configure additional recipients to receive notifications on their behalf.

****REMINDER** THE DEADLINE TO SUBMIT PROPOSALS TO THIS RFP IS **MAY 22ND, 2026 @ 4:00 PM (PST).****

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