

ADDENDUM DATE: April 12, 2019

ADDENDUM #2
to the Request for Proposals #2019-1
for On-Demand Transportation Solution

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

This document must be signed where indicated below by a person authorized to sign Submissions and Addenda on behalf of your company, and returned with your Request for Proposals (RFP) submission. Failure to do so may result in rejection of your Submission.

PRE-PROPOSAL MEETING MINUTES

Attached are copies of the Pre-Proposal Conference Minutes and Sign-In Sheet from the Pre-Proposal Conference held on Thursday, April 5, 2019 at 11:00 a.m.

QUESTIONS RECEIVED	NTD RESPONSE
<p>1. Pricing – Can you confirm if the following are responsibility of the vendor or NTD to provide? If vendor, how should we include in the pricing sheet?</p> <ul style="list-style-type: none"> a. Tablet or Mobile Device b. MDM Software for updating tablet automatically c. Cellular data plan d. Installation if tablet based solution e. Mounting Equipment if tablet based solution is proposed 	<p>Tablet / Mobile Device / MDM Software / Cellular Data / Installation / Mounting Equipment can be provided by Vendor or by NTD. Each vendor's solution may require vendor supplied items in all or parts of the above. Therefore, please see Revised Pricing Proposal Form attached.</p>
<p>2. Pricing – Should pricing include automated payment platform?</p>	<p>If a vendor has an automated payment platform, NTD would like a supplemental sheet that explains the payment platform, and any associated costs to implement it.</p>

<p>3. Does NTD require or desire to have the payment platform integrated with the on-demand software system? Put another way are you looking for a single rider experience or ok with having the client manage two apps?</p>	<p>NTD would prefer a single rider experience for payment solutions, however, it's understood that due to the "newness" of the microtransit programs and associated softwares, NTD will evaluate all payment solutions both integrated and non-integrated.</p>
<p>4. Can NTD provide any additional details around what is expected from a payment solution?</p>	<p>NTD's vision for a payment solution would be an integrated program within the software that allows the client to stay "within the app". The app should be able to accept several ride cost options (i.e. timed rides, discounted rides, premium rides, bulk ride costs). It should have the ability to display E-tickets to show to the drivers in the event NTD is not using farebox technology on the vehicle. Our minimum requirement is to offer at least one payment solution.</p>
<p>5. Will GTFS data be available for consumption?</p>	<p>GTFS data for all routes are currently available on the Norwalk Transit website – www.norwalktransit.com – they are available at the bottom of the home page under the category "GTFS"</p>
<p>6. The scope of work is for the current Wheels 2U on-demand service. Can NTD share any information around its future vision around mobility and other areas where a mobility platform may be used for future service innovations?</p>	<p>In addition to the current scope of work, NTD is entertaining future vision of utilizing Microtransit for "first mile / last mile" route feeder services. NTD also envisions Microtransit running simultaneously with the Paratransit services to allow for the opportunity to optimize any situations of underutilized vehicles during the Paratransit operating hours.</p>
<p>7. There is mention of importing all existing data. Can NTD define what data should be imported and how the data will be made available (i.e. CSV file).</p>	<p>NTD should be able to download all ridership data (trips / miles / hours / trip information, etc) into a CVS or XLS file for reporting purposes. Proposals with standard reporting capabilities for determining efficiencies and reviewing analytics for determining possible service changes will be looked upon favorably.</p>
<p>8. Can a word or excel version of the price proposal be made available for ease of filling out.</p>	<p>Yes. See attached.</p>

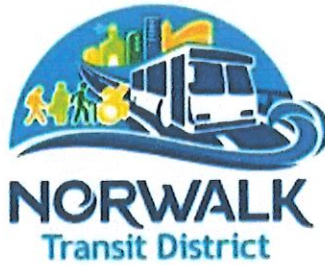
<p>9. Please confirm that the technology vendor does not need to maintain insurance that covers the operations of Wheels2U vehicles. We imagine this coverage may be held by NTD itself as a vehicle operator. More generally, can NTD confirm that the insurance coverage requirements cover only vendor employees and the software/hardware aspects of the required services.</p>	<p>Vendor will not be required to maintain insurance to covers the operations of Wheels2U vehicles.</p>
<p>10. Is NTD considering expanding Wheels2U service into additional zones?</p>	<p>Yes, there is consideration. Currently Wheels 2U has expanded into two other areas within Norwalk. NTD would like to have the ability to bring the service to other localities (Westport / Greenwich) as alternatives to the current commuter shuttle services being operated under NTD.</p>
<p>11. Can NTD provide any information regarding its expected budget for this procurement?</p>	<p>This information is not provided during an active solicitation.</p>
<p>12. Though such a solution is beyond the scope of this solicitation, would NTD be interested in later consolidation of its various on-demand services onto a single software platform? (Norwalk Dispatch-a-Ride; Stamford Easy Access, Westport Door-to-Door; other ADA services.)</p>	<p>Please refer to the Scope of Work. NTD has asked that the solution be able to integrate with our current platform being used for Paratransit/Door-to-Door Services.</p>
<p>13. Would the NTD wish to completely replace the Wheels2U service with another service that performs the tasks listed out in the requirements?</p>	<p>The Wheels2U service is already established. The successful proposer will be required to continue the current service model being performed.</p>
<p>14. Can NTD disclose the vendor or group of vendors who ran the Wheels2U project specifically who the vendors who developed the Microtransit app? Is the vendor or group of vendors bidding on this RFP?</p>	<p>The current provider of our Microtransit program is Trans-Loc. The Microtransit app is provided to us by Trans-Loc. NTD does not know who will be bidding on the RFP.</p>
<p>15. Can NTD describe the user acceptance of this Microtransit app?</p>	<p>Downloads from app store and registers.</p>
<p>16. What are the differences between the Microtransit app and the requirements listed for the app in this RFP?</p>	<p>Please refer to the scope of work for the RFP for requirements of the app.</p>

17. Have you used any particular service for SMS notifications such as Twilio and would like the future application to use the same?	No, NTD is not familiar with Twilio.
18. Do you have geofencing requirements for the application and also for the serviced area for this project?	The Wheels 2U zones are subject to change at any time, so geofencing is not necessary. Please refer to the RFP for zone requirements.
19. For validation of reservations, do you intend to use visual validation or would you prefer other means of electronic validation with validators installed on the vehicles?	NTD will accept visual validation.
20. Could you share the model of the tablet already available with the vehicles? Moreover, if NTD wished to expand the fleet, would you be willing to purchase the same model of tablets to ensure uniform performance over the system?	NTD is currently using iPads for the vehicle solutions. If the program expanded, NTD would be willing to purchase the same model.

END OF ADDENDUM #2

Proposer acknowledges receipt of Addendum #2 to the Request for Proposals #2019-1 for On-Demand Transportation Solutions and must sign and return this page with their Proposal.

Proposer:			
Authorized Signature:		Date:	
Typed Name:		Title:	



PRE-PROPOSAL CONFERENCE MINUTES

Project: RFP for On-Demand Transportation Solution
Date/Time: April 4, 2019, 11:00 a.m.
Location: Norwalk Transit District, 275 Wilson Avenue, Norwalk, CT 06854

The non-mandatory Pre-Proposal Conference was conducted as indicated in the above-referenced RFP document at the above-mentioned date, time and venue to provide an overview of the Project and to answer questions from prospective proposers. The following is a summary of the discussions that took place at the meeting.

1. SIGN-IN SHEET

All attendees present signed in. Teleconference callers were added to the sign-in sheet. See attached "Record of Attendees Sign-In Sheet".

2. WELCOME/INTRODUCTIONS

Lori Richards, Procurement and Grants Manager welcomed all meeting participants and explained the purpose of the meeting was to provide more information on the scope of work and to answer any questions.

3. RFP OVERVIEW/PROJECT DESCRIPTION/SCOPE OF WORK

Britt Liotta, COO, provided an in-depth overview of the project that was identified in the RFP for On-Demand Transportation Services.

4. SOLICITATION PARTICULARS / SCHEDULE

Mrs. Richards provided the project solicitation schedule as follows:

- | | |
|------------------------------------|--------------------------------------|
| ○ RFP Release Date: | Friday, March 22, 2019 |
| ○ Pre-Proposal Conference | Thursday, April 4, 2019, 11:00 a.m. |
| ○ Receipt of Questions | Wednesday, April 10, 2019, 5:00 p.m. |
| ○ Answers to Questions as Addendum | Friday, April 12, 2019 |
| ○ RFP Due Date | Tuesday, April 30, 2019, 3:00 p.m. |
| ○ Intent to Award | Wednesday, May 15, 2019 |
| ○ Protest Period Ends | Wednesday, May 22, 2019 |
| ○ Contract Award | May, 2019 |

5. QUESTIONS & ANSWERS

A questions and answers session was conducted.

Lori Richards requested all questions from attendee be formally submitted in writing to lrichards@norwalktransit.com.

CONCLUSION:

These minutes are a synopsis of the entire meeting. Any discrepancies must be submitted to the author within five days of receipt. Nothing contained herein is intended to change the meaning of the RFP documents unless, and until, specifically amended by a formal, written addendum.

END OF MINUTES

ON-DEMAND TRANSPORTATION SOLUTION

**APPENDIX A – REVISED-1
PRICING PROPOSAL FORM**

THE OFFEROR IS REQUIRED TO SIGN AND DATE EACH PAGE OF THIS PRICING PROPOSAL FORM

1. IDENTIFICATION OF OFFEROR AND SIGNATURE OF AUTHORIZED AGENT

Company Name (Printed)			
Address			
City, State, Zip			
Phone, Fax, Email			
The undersigned agrees, if this offer is accepted within the period specified, to furnish any or all supplies and/or services specified in the Pricing Proposal Form at the prices offered therein.			
Authorized Agent Name and Title (Printed)			
Signature and Date			

2. DISTRICT'S ACCEPTANCE (TO BE COMPLETED UPON AWARD BY NORWALK TRANSIT DISTRICT)

Authorized Agent Name and Title (Printed)	
Signature and Date	
Accepted as to:	

3. PRICING: BASE PERIOD (ONE YEAR FROM NOTICE TO PROCEED) – Licensing and One Time Costs (Implementation Services & Training)

Pricing for each line includes all services required to provide a full functioning Transit On-Demand Solution based on the requirements outlined in Appendix B – Scope of Work.

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	UNIT OF MEASURE	ESTIMATED PRICE PER YEAR/LUMP SUM TOTALS
1	Hosting/Software Licensing by Vehicle	1 to 5 vehicles			
2	Hosting/Software Licensing by Vehicle	6 to 10 vehicles			
3	Hosting/Software Licensing by Vehicle	11 to 15 vehicles			
4	Hosting/Software Licensing by Vehicle	16 to 20 vehicles			
5	Hosting/Software Licensing by Vehicle	21 to 25 vehicles			
6	Hosting/Software Licensing by Vehicle	26 to 30 vehicles			
7	Hosting/Software Licensing by Vehicle	30+ vehicles			
8	Zone Creation per Sq Mi	up to 40 sq mi			
9	Vendor supplied Tablet	Per vehicle			
10	Vendor supplied MDM Software for updating tablet	Per vehicle			
11	Vendor supplied cellular data service	Per vehicle			
12	Vendor supplied Installation cost, if tablet based solution is proposed	Per vehicle			
13	Vendor supplied mounting equipment, if tablet based solution is proposed	Per vehicle			
14	One-Time Implementation Services		Lump Sum		
15	Training		Lump Sum		
16	Not-to-Exceed Total (1-10 inclusive)				

Price is fixed and should be fully burdened to include all necessary elements such as but not limited to labor, materials, travel expenses, overhead and fee/profit needed to perform all of the services described under this solicitation. In addition, offer shall submit a detailed itemization of costs, at the component and services level, that reasonably justifies the lump sum costs provided. The level of detail shall include enough information to identify the cost and each feature associated with the services.

Authorized Agent Name and Title (Printed)	
Signature and Date	

4. PRICING: OPTION PERIOD 1 (YEAR 2) – Maintenance & Expansions

Pricing for each line includes all services required to provide a full functioning Transit On-Demand Solution based on the requirements outlined in Appendix B – Scope of Work.

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	UNIT OF MEASURE	ESTIMATED PRICE PER YEAR/LUMP SUM TOTALS
1	Hosting/Software Licensing by Vehicle	1 to 5 vehicles			
2	Hosting/Software Licensing by Vehicle	6 to 10 vehicles			
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4	Hosting/Software Licensing by Vehicle	16 to 20 vehicles			
5	Hosting/Software Licensing by Vehicle	21 to 25 vehicles			
6	Hosting/Software Licensing by Vehicle	26 to 30 vehicles			
7	Hosting/Software Licensing by Vehicle	30+ vehicles			
8	Zone Creation per Sq Mi	up to 40 sq mi			
14	Not-to-Exceed Total (1-8 inclusive)				

Price is fixed and should be fully burdened to include all necessary elements such as but not limited to labor, materials, travel expenses, overhead and fee/profit needed to perform all of the services described under this solicitation.

Authorized Agent Name and Title (Printed)	
Signature and Date	

5. PRICING: OPTION PERIOD 2 (YEAR 3) – Maintenance & Expansions

Pricing for each line includes all services required to provide a full functioning Transit On-Demand Solution based on the requirements outlined in Appendix B – Scope of Work.

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	UNIT OF MEASURE	ESTIMATED PRICE PER YEAR/LUMP SUM TOTALS
1	Hosting/Software Licensing by Vehicle	1 to 5 vehicles			
2	Hosting/Software Licensing by Vehicle	6 to 10 vehicles			
3	Hosting/Software Licensing by Vehicle	11 to 15 vehicles			
4	Hosting/Software Licensing by Vehicle	16 to 20 vehicles			
5	Hosting/Software Licensing by Vehicle	21 to 25 vehicles			
6	Hosting/Software Licensing by Vehicle	26 to 30 vehicles			
7	Hosting/Software Licensing by Vehicle	30+ vehicles			
8	Zone Creation per Sq Mi	up to 40 sq mi			
9	Not-to-Exceed Total (1-8 inclusive)				

Price is fixed and should be fully burdened to include all necessary elements such as but not limited to labor, materials, travel expenses, overhead and fee/profit needed to perform all of the services described under this solicitation.

Authorized Agent Name and Title (Printed)	
Signature and Date	

6. PRICING: OPTION PERIOD 3 (YEAR 4) – Maintenance & Expansions

Pricing for each line includes all services required to provide a full functioning Transit On-Demand Solution based on the requirements outlined in Appendix B – Scope of Work.

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	UNIT OF MEASURE	ESTIMATED PRICE PER YEAR/LUMP SUM TOTALS
1	Hosting/Software Licensing by Vehicle	1 to 5 vehicles			
2	Hosting/Software Licensing by Vehicle	6 to 10 vehicles			
3	Hosting/Software Licensing by Vehicle	11 to 15 vehicles			
4	Hosting/Software Licensing by Vehicle	16 to 20 vehicles			
5	Hosting/Software Licensing by Vehicle	21 to 25 vehicles			
6	Hosting/Software Licensing by Vehicle	26 to 30 vehicles			
7	Hosting/Software Licensing by Vehicle	30+ vehicles			
8	Zone Creation per Sq Mi	up to 40 sq mi			
9	Not-to-Exceed Total (1-8 inclusive)				

Price is fixed and should be fully burdened to include all necessary elements such as but not limited to labor, materials, travel expenses, overhead and fee/profit needed to perform all of the services described under this solicitation.

Authorized Agent Name and Title (Printed)	
Signature and Date	

7. PRICING: OPTION PERIOD 4 (YEAR 5) – Maintenance & Expansions

Pricing for each line includes all services required to provide a full functioning Transit On-Demand Solution based on the requirements outlined in Appendix B – Scope of Work.

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	UNIT OF MEASURE	ESTIMATED PRICE PER YEAR/LUMP SUM TOTALS
1	Hosting/Software Licensing by Vehicle	1 to 5 vehicles			
2	Hosting/Software Licensing by Vehicle	6 to 10 vehicles			
3	Hosting/Software Licensing by Vehicle	11 to 15 vehicles			
4	Hosting/Software Licensing by Vehicle	16 to 20 vehicles			
5	Hosting/Software Licensing by Vehicle	21 to 25 vehicles			
6	Hosting/Software Licensing by Vehicle	26 to 30 vehicles			
7	Hosting/Software Licensing by Vehicle	30+ vehicles			
8	Zone Creation per Sq Mi	up to 40 sq mi			
9	Not-to-Exceed Total (1-8 inclusive)				

Price is fixed and should be fully burdened to include all necessary elements such as but not limited to labor, materials, travel expenses, overhead and fee/profit needed to perform all of the services described under this solicitation.

Authorized Agent Name and Title (Printed)	
Signature and Date	