



DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY

**ADDENDUM NO. 1
TO
REQUEST FOR PROPOSALS
FIXED ROUTE TRANSPORTATION SERVICES
CRA Project No. CRA 2018-08**

January 18, 2019

TO ALL PROPOSERS AND OTHERS CONCERNED

The Delray Beach Community Redevelopment Agency ("CRA") has heretofore published a Request for Bids dated December 18, 2018, with respect to its intent to receive and consider Requests for Proposal (RFP) by qualified firms for the provision of transportation services. The intent of this Addendum is to address questions, errors and clarify other aspects of the RFP. Proposers submitting proposals for the above-referenced project shall take note of the following changes, additions, deletions clarifications, etc., to the RFP which shall become a part of and have precedence over anything shown or described otherwise.

1. Change to the RFP dates:

The underlined items indicate language that was added while the ~~strikeouts~~ indicate the deleted language.

ITEM	EVENT	DATE/TIME
a.	Issue RFP	December 18, 2018
b.	Institute Cone of Silence	December 18, 2018
c.	Non-Mandatory Pre-Proposal Conference City Hall First Floor Conference Room 100 N.W. 1 st Avenue, Delray Beach, FL 33444	January 7, 2019, 2:00 P.M.
<u>d.</u>	<u>Deadline for Delivery of Questions</u>	<u>January 22 25, 2019, 5:00 P.M.</u>
e.	Due Date and Time (for delivery of Proposals)	February 1, 2019 by 2:00 P.M.
f.	Completion of Due Diligence	By February 8, 2019
g.	Technical Evaluations	By February 22, 2019
h.	Presentations (if necessary)	March 1, 2019
i.	Final Evaluations	March 8, 2019

2. **Section 2.3 is hereby amended to state:**

The CRA intends to award an agreement for two (2) years with the option to renew for up to additional three (3) one-year terms.

3. **Will there be (2) separate vehicles/shuttles on the road at all times? i.e. TWO routes**

No. The intention is to continue with the existing Trolley schedule. Please refer to Section 2.2 for the regular schedules for the trolleys: 6:00 A.M. to 7:00 P.M. Monday through Friday and 8:00 A.M. to 6:00 P.M. on Saturday and Sunday for **Route One**, and 6:45 A.M. to 11:15 P.M. Monday through Friday, and 12:00 P.M. to 11:00 P.M. on Saturday and Sunday for **Route Two**.

4. **Is it the proposer's responsibility to store the vehicles overnight/when not in service, or will the City provide space to park the vehicles?**

Yes. Please refer to Section 5.8 Selected Proposer's Responsibility: "The selected Proposer will be responsible for all costs associated with operating and maintaining its own fleet of vehicles, including but not limited to charging and/or fueling, maintenance, registration, storage and insurance".

5. **Are the existing trolleys/shuttles going away completely?**

It is not the intent of the CRA Board/City Commission to utilize the existing trolley vehicles.

6. **How fixed are you on the 22-passenger vehicle because of ADA requirements?**

The passenger capacity of the vehicle may be less than 22 passengers.

7. **It is a 5-year contract, in two years, you provide the vehicles, do we have to provide a separate fee? One price for now and another price for the time when new vehicles are acquired?**

Section 2.3 has been modified to indicate a two-year contract based on the scope of service identified in the RFP with the option to renew for up to three (3) one-year terms. The CRA or City will consider issuing a separate RFP for the operation of the new vehicles to be acquired by the CRA/City utilizing the grant.

8. **Can only one vehicle be used for the 22 passengers or can more than one vehicle be used for the 22 passengers?**

That is up to the applicants.

9. **You are not dictating that the entire fleet be ADA compliance?**

The complete fleet must be ADA compliance.

10. **Service hours that were referenced earlier do not match the hours on the Trolley map that was included on the RFP.**

The map was included to show the existing stop and routes. The map has been revised to eliminate the operating hours. The hours of operation listed in Section 2.2 and 5.6.b. of the RFP are the service hours that shall be utilized in developing the response to the RFP.

DOWNTOWN ROUNDABOUT SCHEDULE
7 days a week/365 days a year

TROLLEY ROUTE: Tri Rail Station to the Beach (4.1 miles).

TROLLEY STOPS

1. S. Congress Ave. at Tri Rail Station	6. W. Atlantic Ave. at SW 5th Ave.	10. S. Ocean Blvd. at Delray Beach Marriott Atlantic Ave. entrance	16. W. Atlantic Ave. at NW 2nd Ave.	21. S. Congress Ave. just south of W. Atlantic Ave.
2. 225 S. Congress Ave. at South County Public Health Unit	7. 200 W. Atlantic Ave. at South County Courthouse	11. 1111 E. Atlantic Ave. at Residence Inn by Marriott	17. W. Atlantic Ave. at NW 3rd Ave.	22. S. Congress Ave. at Park Dr. Congress Park Complex
3. 125 S. Congress Ave. at McNab Ave.	8. 100 W. Atlantic Ave. at Public Library Parking Lot	12. 525 E. Atlantic Ave. at The Colony Hotel	18. W. Atlantic Ave. at NW 5th Ave.	
4. W. Atlantic Ave. between 10th & 9th Aves.	9. Atlantic Ave. at SE 2nd Ave. at Worthing Park	13. 201 W. Atlantic Ave. at the Tennis Center	19. W. Atlantic Ave. at NW 8th Ave.	
5. W. Atlantic Ave. between 7th & 6th Aves.	10. 302 E. Atlantic Ave. at SunTrust Bank		20. W. Atlantic Ave. between 10th and 11th Aves.	

Notice to passengers. Although every effort is made to meet published schedules, circumstances may arise which cause delays resulting in missed Palm Tran or Tri-Rail connections. The City of Delray Beach reserves the right to cancel any regularly scheduled Trolley service without prior notice.

Bus Stops. The City of Delray Beach Downtown Roundabout Trolley stops in designated stops with signs. Flag down service is also available. If you happen to be between stops and flag down the trolley, the driver will attempt to stop to pick you up. Please note, stopping between designated stops is at the discretion of the driver that it is safe to do so. Please make every attempt to use designated stops when waiting for the Downtown Roundabout. Schedule and hours of service may differ during special events. The Trolley service operates as close to schedule as possible, although traffic conditions may impede schedule times. Please allow yourself enough time when traveling. No service will be available under hurricane warning or conditions. Please call (561) 243-7000 for resumption of service after hurricanes.

Holiday Schedule: The City of Delray Beach Downtown Roundabout Trolley service may alternate routes and modified service hours during holidays and events.

Passengers with Disabilities: The Downtown Roundabout is accessible to persons with disabilities and is equipped with wheelchair lifts.

For more information about DOWNTOWN ROUNDABOUT, call (561) 243-7000 or visit www.mydelraybeach.com

Schedule may be altered during special events.

11. **What are the hours of service for the weekend?**

Please refer to the hours listed on Section 2.2 and 5.6.b. of the RFP.

12. **Is it only one vehicle that loops around?**

There are two vehicles running the same route with different starting and ending times. Please refer to Section 2.2. and 5.6.b. of the RFP.

13. **Are there two different routes?**

There are two vehicles running essentially the same route with different starting and ending times. Please refer to Section 2.2. of the RFP.

14. **Anything on technology, what would you want in the future?**

Technology requirements are detailed in Section 5.6.m.

15. **Are ADA announcements required? (i.e. Bus stops, intersections, etc.)**

Yes, vehicle must be ADA accessible and be able to provide ADA announcements.

16. **If the applicant is providing additional technology, would it be acceptable?**

Yes.

17. **Who will provide maintenance on the new vehicles? What is the expectation? who would be responsible of the maintenance?**

The maintenance of the new CRA/City vehicles to be acquired in 2020 is no longer applicable. As indicated in number 5 of the Addendum, Section 2.3 has been modified to indicate a two-year contract based on the scope of service identified in the RFP with the option to renew for up to three (3) one-year terms. The CRA or City will consider issuing a separate RFP for the operation of the new vehicles to be acquired by the CRA/City utilizing the grant.

18. **Would the replacement vehicle have to be in compliance?**

Yes, any vehicle that substitutes the full service fixed-route fleet, must be in compliance.

19. **Do you have an idea what type of vehicles are they going to be moving forward?**

Vehicles will be required to meet Department of Transportation standards for grant compliance. As indicated in number 5 of this Addendum, Section 2.3 has been modified to indicate a two-year contract based on the scope of service identified in the RFP with the option to renew for up to three (3) one year terms. The CRA or City will consider issuing a separate RFP for the operation of the new vehicles to be acquired by the CRA/City utilizing the grant.

20. **Are you aiming to buy a CNG vehicle, electric vehicle?**

The vehicle does not have to be electric but can be what is the best product that is environmentally friendly and complies with grant requirements.

21. **Where are the trolleys parked now?**

Trolleys are parked at the Public Works Facility owned by the City located at 434 S. Swinton Avenue.

22. **Are the vehicles going to be parked at the Public Works Facility moving forward?**

No. Service provider will store the vehicles.

23. **Drivers as ambassadors on the trolleys. Do you provide training?**

Training will be the responsibility of the service provider. However, the CRA can provide information about the City, events, activities, etc. to assist in the training of the drivers.

24. **Would drivers have to pass a background check, the same as for Delray Beach employees?**

Per Section 6.2, Tab-6.7 (Proposed Program Service Package), service provider shall describe Proposer's driver recruitment, screening, and hiring policies and procedures, including background checks, training or continued education, motor vehicle operation history, and drug and alcohol screenings.

25. **What do you define as a revenue-hour?**

Revenue hours are service hours and will start from the first stop to the last stop. Revenue or service hours will not include leaving the service provider's parking garage/lot or storage area to the first stop.

26. **Do revenue hours end at the last stop?**

Yes, at the last stop.

27. **What about advertisement?**

The CRA will work with the service provider regarding compliance with the City's signage ordinances for interior and exterior advertising. Advertising will help to offset the CRA's cost for the service.

28. **Do you have headways done, headways time? What about traffic conditions, regarding traffic data, fool loops?**

The CRA has invested in a system in the existing trolleys to capture data of the highly utilized stops with the assistance of the current service provider in the existing Trolleys. Per RFP Section 5.1, General Information and Background, 25 minutes headways are desired.

29. **Is there any particular interest to make sure that the trolley schedule matches the Tri-rail schedule?**

This option could be explored in the future. Per RFP Section 5.2, location, routes are subject to change depending on the needs and conditions determined by the CRA. The CRA is considering minimizing the number of stops while still ensuring efficient and effective fixed-route transportation services.

30. **In reference to Section 5.6.m. regarding ridership data and GPS location. What is the vision of the CRA in the long run about technology?**

The goal of the CRA is to have passenger counts (ridership data, peak and off times) and it should be up to the applicant to indicate the type of technology that will be utilized.

31. **In the new vehicles, would you embrace the investment of technology?**

Yes

32. **Special events. Are you expecting the same type of vehicle?**

The vehicle used for special events must be identifiable. It is a matter of branding (wrapping). We did not consider a specific vehicle that has to be the same as the vehicles used in full service.

33. **Do you have an estimate of special event hours?**

No. Refer to the City's calendar for special events that are currently scheduled:
<https://www.mydelraybeach.com/calendar/index.php>

34. **Special events and need of more capacity, would additional buses be needed, or would there be a special route?**

Same route at all times, unless Atlantic Avenue is shut down due to events, in which case the route is usually modified using Northeast and Southeast 1st Street as alternate roadways. There may be a need for extended service hours and an extra vehicle in case of special events.

35. **When the route is altered, is there signage that indicates the alternate pick up spots? Is there signage to detour riders?**

The City currently posts updates on the City's official website and put notification inside the Trolleys. Additionally, Trolleys stop at every corner on the modified route.

36. **Does the budget of \$475,000.00 include everything?**

Yes, including fueling.

37. **Can you include the sign-in list in the addendum?**

Yes. See next page.

**Fixed Transportation Services
Pre-Proposal Conference**
January 7th, 2019, 2:00 pm
City Hall-1st Floor Conference Room
100 NW 1st Avenue, Delray Beach, FL

NAME (Please Print)	REPRESENTING	PHONE & E-MAIL (If Available)
1. <i>Christy DeGrany</i>	<i>First Transit</i>	<i>954-579-5072 christy.degrany@firstgroup</i>
2. <i>Valerie Courchesne</i>	<i>First Transit</i>	<i>918-955-5384 valerie.courchesne@firstgroup.com</i>
3. <i>Nathan Reid</i>	<i>CPR Medical Transporters</i>	<i>239 761-5731 nathan.reid@cprmedicaltransport.com</i>
4. <i>YGSN Parikh</i>	<i>Maruti Mobility</i>	<i>904-502-1850 parikh-parikh@marutitransit.com</i>
5. <i>Martinez Rodriguez</i>	<i>IMT</i>	<i>(407) 401-5238 IMTTransit.com</i>
6. <i>Wesley Adams</i>	<i>Keolis</i>	<i>(407) 619-3905 wesley.adams@keolis.com</i>
7. <i>Merlynda Bisson</i>	<i>Key Transportation</i>	<i>305.984.2485 mkey@key-transportation.com</i>
8. <i>Bret Britton</i>	<i>FloridaTours.com</i>	<i>786-239-8859 bret@floridatours.com</i>
9. <i>Anna Owens</i>	<i>Keolis</i>	<i>(239) 287-0369 anna.owens@keolis.com</i>
10. <i>David Hurn</i>	<i>Propane America</i>	<i>904-463-2573 david.hurn@propaneam.com 904-463-2573 david.hurn@propaneam.com</i>
11. <i>Levar Dean</i>	<i>Ocartz</i>	<i>954 609-4567 levarjd@yahoo.com</i>
12. <i>David Duan</i>	<i>Screen Graphics</i>	<i>954-459-7286 - DDuan@screen-graphics.com</i>
13. <i>Renee Kichsingh</i>	<i>CRA</i>	
14. <i>Ivan Cabrera</i>	<i>CRA</i>	
15. <i>Jeff Costello</i>	<i>CRA</i>	
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END OF ADDENDUM No. 1