



DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY

ADDENDUM NO. 2 TO REQUEST FOR PROPOSALS FIXED ROUTE TRANSPORTATION SERVICES CRA Project No. CRA 2018-08

January 28, 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 following sections of the RFP:**

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

Instructions:

All Proposals will be publicly opened at the CRA offices unless otherwise specified. Each Proposal submitted to the CRA shall have the following information clearly marked on the face of the sealed package: Proposer's name, return address, RFP number, due date for Proposals, and the title of the RFP. Included in the envelope shall be a one (1) original hard copy to include a signed original Solicitation Summary, six (6) ~~one (1)~~ duplicate hard copies ~~copy~~, and one (1) ~~four (4)~~ electronic versions of your Proposal on CD or a USB thumb drive in a usable PDF format. If the Solicitation Summary is not included in the package as a hard copy, the CRA may deem the Proposal non-responsive. Proposals must contain all information required to be included in the submittal, as described in this solicitation.

2. **Section 6.1 Submittal Requirements:**

In response to this solicitation, the Proposer should return one (1) original hard copy to include a signed original Solicitation Summary, six (6) ~~one (1)~~ duplicate hard copies ~~copy~~, and one (1) ~~four (4)~~ electronic versions of your Proposal on CD or a USB thumb drive in a usable PDF format. Proposers should carefully follow the format and instructions outlined herein. All documents and information must be fully completed and signed as required. Do not password-protect electronic documents.

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3. **Section 6.2, Required Information, Tab 6.8., Program Proposed Service Package:**
~~vii. Responsibilities of the CRA~~
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4. **Section 4.6 is hereby amended to state:**

a. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY

Workers Compensation Insurance to apply for all employees in compliance with the "Workers Compensation Law" of the State of Florida and all applicable Federal laws. The City and CRA reserves the right not to accept exemptions to the Workers Compensation requirements of this solicitation. Employer's Liability Insurance shall be included to protect against on-the-job injury or illness which may not fall within the provisions of the Florida State's Workers' Compensation Law.

b. COMMERCIAL GENERAL LIABILITY

Minimum limits of \$1,000,000; and include Products/Completion Liability of \$1,000,000. Such certificate shall list the City and CRA as additional insured. The combined bodily injury and property damage limit shall not be less than \$1,000,000 per occurrence with an annual aggregate of \$2,000,000.

NOTE: If Comprehensive General Liability limits are less than \$1,000,000, the sum of Comprehensive General Liability limits and Excess Liability limits must equal no less than \$1,000,000.

c. AUTOMOBILE LIABILITY

Automobile Liability Insurance to include owned, non-owned, and hired, with minimum limits of \$1,000,000 each occurrence. The combined bodily injury and property damage limit shall not be less than \$5,000,000 per occurrence.

5. **Please confirm that the currently provided and operated City owned Trolleys will no longer be available for the new contract.**

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

6. **Did the CRA assume any additional expenses over above the stated \$500,000 budget with proposers now being required to provide vehicles for the first two years, provide maintenance on these vehicles and finally provide fuel for the service?**

No. Please refer to Section 5.1 of the RFP: "The CRA has allocated \$500,000 for the implementation and operations for the first year of the Program".

7. **Would vehicles using E85 fuel be considered an environmentally friendly alternative fuel to the CRA?**

No.

8. **Please provide the names of current advertisement contracts (vendor names) amount of total amount of advertisement revenue collected in the past 24 months.**

There are no advertising contracts with vendors.

9. **Please confirm that vehicles provided by the contractor do not need to be "new" and can be "used" vehicles as long as they meet the vehicle standards within the RFP.**

Used vehicles can be used but must be in optimal mechanical conditions, visually appealing, and comply with all other vehicle standards outlined in the RFP.

10. **Should proposers assume that any revenue collected from advertising will be paid directly to the Delray Beach Community Redevelopment Agency?**

Please refer to Section 5.6.f. of the RFP: Service Parameters for Fixed-Route Transportation Services: "Subject to CRA's prior written consent, advertising within and/or outside of vehicles may be permitted and is encouraged to off-set operational costs, if in accordance with all City ordinances, policies and procedures."

The revenue will be collected by the vendor based on the agreement with the advertising company. The advertising proposal and revenue disbursement method should be described as part of the response.

11. **Please confirm that fuel is to be provided by the Contractor.**

Please refer to Section 5.8 of the RFP: 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."

12. **If the Contractor is responsible for providing fuel and given historical volatility of fuel costs, will the Agency include a fuel escalator clause in the contract?**

An escalator clause will not be included in the contract.

13. **Please clarify how the prices will be evaluated; will the full contract term be considered or only the Year 1 price?**

Overall fees will be evaluated.

14. **Please confirm that forms do not need to be submitted electronically via BidSync.**

Please refer to Section 6.1 of the RFP: Submittal Requirements.

15. **Please verify that there is no Disadvantaged Business Enterprise (DBE) goal established for this contract and that a good faith effort is not required.**

Please refer to the RFP requirements.

16. At various times, state, federal, and local governments change laws, rules and regulations which require a company to increase the wages or benefits for the employees that will be employed under this contract. If such an event occurs during the term of the agreement, how will the agency respond for a request for increased compensation. For example, the recent Affordable Care Act legislation significantly affected the level and cost of medical coverage for employees. Since these events cannot be anticipated and the costs are so significant, we need to understand the risk associated with such laws, rules or regulations.

Proposer's fee proposal should be based on the scope of services outlined in the RFP.

END OF ADDENDUM No. 2