

**Request for Proposals Number 15-12**

**Addenda One**

**December 17, 2014**

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**Acknowledgment of Addenda**

The undersigned acknowledges receipt of the following addenda to the bidding document:

**THE COMPLETED ACKNOWLEDGEMENT OF ADDENDA FORM  
SHOULD BE RETURNED WITH BID RESPONSE PACKAGE: NOT SENT  
TO RIPTA SEPARATELY**

NOTE: Failure to acknowledge receipt of all addenda may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the bid.

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Name of Bidder

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Street Address

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City, State, Zip

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Signature of Authorized Official

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Date

**Request for Proposals Number 15-12**  
**Addenda One**  
**December 17, 2014**

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Attached please find the following:

Minutes of Pre-Proposal Meeting January 16, 2014  
Revisions to the Scope of Work  
Request for Approved Equals and RIPTA Response from  
LTK Engineering  
Fare Collection Information Fiscal Year 2014

**Request for Proposals Number 15-12**  
**Pre-Proposal Meeting**  
**December 16, 2014**

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The meeting came to order at 1:02 p.m. Michael J. McGrane, RIPTA Contracts Manager welcomed all those present. Mr. McGrane introduced RIPTA Personnel present. Mr. McGrane asked those present to identify themselves when asking questions.

Michael McGrane cautioned prospective bidders to be diligent when completing the required forms, to pay attention to the details such as the required number of copies needed. Vendors need only to submit the required forms listed in the Proposal Package on page 43. Vendors having difficulty completing the required forms are encouraged to contact the Michael McGrane for guidance.

He also cautioned bidders not to procrastinate when filling out the paperwork. RIPTA Staff have busy schedules, therefore may not always be available for last minute questions

Michael McGrane also reminded those present to pay particular attention to the Insurance Requirements listed on Page 65 and 66 of the Proposal Package. They are not the same requirements utilized by other State Agencies. Proposers are also reminded to take note of the expense reimbursement procedure outlined on page 40 of the RFP.

The following questions were electronically submitted by **LTK Engineering**:

- There appears to be conflict between the RFP text and the table on page 43:  
**RIPTA Response:** There is no conflict. The Table list the forms that are required for this RFP.
- Please advise whether a 100% proposal and performance bond is required for this project (see RFP page 65).  
**RIPTA Response:** The Performance and Payment Bond is not required.
- Please confirm that the DBE goal is 20%, and if so, please confirm whether the DBE forms required to be submitted with the proposal.  
**RIPTA Response:** The DBE Goal is 20 percent, the DBE Forms are required.
- The requirements for pricing are stated in two places and are different: Specifically, please confirm that the pricing should be allocated over the ten specific tasks identified in the RFP (as opposed to the six goals)  
**RIPTA Response:** Payment will be made at the completion of the Deliverables outlines on Page 85-86. Payment will be made at the completion of Task 2-10.
- Please clarify the payment approach (see page 44) – will monthly progress payments  
**RIPTA Response:** Please see response to Previous question.

The following questions submitted electronically by **TranSystems**

- Has a budget been set for this project and, if so, what guidance can be given regarding this budget?  
**RIPTA Response:** There is no firm budget established for this project at this time.
- On page 79, RIPTA requests a separate cost estimate for each goal listed. On page 87, RIPTA requests a value for each task item included in the scope.

**Request for Proposals Number 15-12**  
**Pre-Proposal Meeting**  
**December 16, 2014**

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Please clarify whether two separate sets of cost estimates are actually requested and, if not, which set of estimates is actually requested by RIPTA?

**RIPTA Response:** Please provide cost for the task outlined on Page 85-86

- In several places, RIPTA discusses that if the budget is insufficient for all tasks or goals, some tasks/goals will be eliminated. Please provide any possible guidance regarding the priority of the various tasks, i.e., which tasks are of the principal interest to RIPTA, especially the relative importance of goals 1 (new fare structure) and goal 6 (new fare equipment specifications).

**RIPTA Response:** At this time, RIPTA considers each of the goals of equal importance. To ensure RIPTA receives the highest quality responses, applicants should treat each goal of equal importance and dedicate resources as deemed appropriate for each goal. In the possibility at RIPTA is unable to award the contract in full due to funding availability, RIPTA will work with the consultant to reduce the work scope related to a particular goal to fit within RIPTA's budget.

The meeting was opened to questions from the various participants:

**Mr. John McGee of LTK Engineering** raised the following questions:

- Do you have a sense when the next fare increase will be?  
**RIPTA Response:** The results of the Study will determine when and if the next fare increase will be and what type of increase it will be.
- Is there a goal to include public input in the final report?  
**RIPTA Response:** RIPTA will have a task force working on this project and there will be passengers on the task force
- Is there a requirement of market research in the project?  
**RIPTA Response:** This project should be data driven, no market research is included in this project.

**Ms Anne Galbraith of ASG Planning** raised the following question

- Is there public outreach during the project.  
**RIPTA Response:** Yes during the public hearing process.

There being no further business, the meeting adjourned at 2:15 p.m.

**Ms. Sandra Clary of McMahon Associates** raised the following questions

- Will Paratransit Vans be included in the study?  
**RIPTA Response:** They will be considered in so far as they relate to Fixed Route Prices.
- Will the Authority consider Innovative Technology?  
**RIPTA Response:** Yes
- Do you have a sense on how many public meetings will be required?  
**RIPTA Response:** There may be up to ten PUBLIC Meetings, this does not include the regular project meetings as discussed in the scope of work.
- **Have there been any fare increases since 2010?**  
**RIPTA Response:** No

Respectfully submitted  
Michael J. M<sup>o</sup>Grane  
Contracts Manager

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY  
Request for Proposals Number 15-12  
REVISED SCOPE OF WORK**

**VII. REQUIRED PROPOSAL SUBMISSIONS**

**The following items marked with an "X" must be submitted with Response  
Failure to submit forms may result in Proposal being deemed non-responsive**

Required Company Information Form <b><u>Must be completed by Prime and All Subcontractors</u></b>	<u>    X    </u>
Solicitation	<u>    X    </u>
Offer	<u>    X    </u>
Statement of Eligibility	<u>    X    </u>
Affidavit of Non-Collusion	<u>    X    </u>
Certification of Restrictions on Lobbying	<u>    X    </u>
Buy America Certificate <b>FORM MUST BE SUBMITTED WITH PROPOSAL, IF CHECKED, OR PROPOSAL WILL BE CONSIDERED NON RESPONSIVE</b>	<u>          </u>
Disadvantaged Business Enterprise	<u>    X    </u>
General Contract Compliance Certificate Agreement (EEO)	<u>    X    </u>
Certification of Primary Participant Debarment	<u>    X    </u>
Certification of a Subcontractor (Debarment) <b>Each Subcontractor and potential subcontractor must fill in and sign</b>	<u>    X    </u>
Non-Resident Contractor (if applicable)	<u>          </u>
<u>Davis Bacon Act Compliance</u>	
Applicable Type: ( <b>X</b> ) Building ( ) Highway	
Wage Determination Number: <b><u>RI130001 08/30/2013 MOD 15</u></b>	
Drug & Alcohol Testing	<u>          </u>
Proposal Guarantee (Surety)	<u>          </u>
IRS W-9 Form (Copy Attached)	<u>    X    </u>

**The following items marked with an "X" must be submitted AFTER AWARD of the  
Contract**

Performance and Payment Bonds Certificate of Insurance- (as required in Section XX and the Scope of Work)	<u>    X    </u>
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**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**Request for Proposals Number 15-12**

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**VI. REQUEST FOR APPROVED EQUAL FORM**

**This form must be submitted electronically IN MICROSOFT WORD  
FORMAT TO RIPTA CONTRACTS MANAGER**

**REQUEST FOR APPROVAL EQUAL QUALIFICATION OR CLARIFICATION**

Page: 39

Ref: RFP NO. 15-12  
Project No. 15-12

To: Rhode Island Public Transit Authority

From: LTK Engineering Services

Page & Reference: Page 39, Article TT, Indemnification

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**Request Description**

In Request for Proposals, Article TT, ***Indemnification*** (Page 39), the language as written could reasonably be interpreted to require the Contractor to indemnify the State of Rhode Island and the Rhode Island Public Transit Authority for any and all aspects of liability arising from a lawsuit, even in a situation where there is no negligence at all on the part of the Contractor (*i.e.*, 100% of the negligence is attributable to the indemnified parties). An indemnification of this kind is not insurable for the Contractor – we do not have and cannot obtain coverage for the negligence of a third party. Could you please confirm that our interpretation is correct?

**Use Additional Sheet If More Space Is Required**

Accepted: \_\_\_\_\_ Rejected: X \_\_\_\_\_ See Addendum # \_\_\_\_\_

Explanation: The language as written remains in effect.

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## RHODE ISLAND PUBLIC TRANSIT AUTHORITY

### Request for Proposals Number 15-12

#### FARES COLLECTED AND REVENUE BY FARE CATEGORY JUNE 2014

Yellow cells are not fully integrated into the Electronic Farebox	Fares		Cumulative	Cumulative	Cumulative % Increase	Revenue <sup>1</sup>		Cumulative	Cumulative	Cumulative % Increase
	Collected	Collected	Collections	Collections		Revenue <sup>1</sup>	Revenue <sup>1</sup>	Collections	Collections	
Passenger Fare Categories	Jun-14	Jun-13	12 Months	12 Months	Decrease	Jun-14	Jun-13	12 Months	12 Months	Decrease
Cash & Change Card - Full Fare	203,074	173,127	2,293,392	2,151,265	6.61%	\$409,047	\$281,489	\$4,692,424	\$4,459,873	5.21%
Cash & Change Card - Half Fare	3,466	3,393	38,999	39,644	-1.63%	\$3,491	\$2,758	\$39,796	\$41,070	-3.10%
Full Fare Transfers - Cash & Change Card	66,167	53,148	745,519	658,466	13.22%	\$33,302	\$21,592	\$381,595	\$341,085	11.88%
Half Fare Transfers - Cash & Change Card	1,088	1,122	12,426	13,210	-5.94%	\$274	\$228	\$3,179	\$3,420	-7.06%
Transfers - Non Cash	92,025	74,268	1,060,480	945,667	12.14%	NA	NA	NA	NA	NA
Riptiks	16,896	17,502	238,933	221,370	7.93%	\$35,001	\$34,523	\$467,167	\$441,718	NA
Fifteen Ride Pass	28,476	27,704	407,803	410,986	-0.77%	\$48,984	\$51,220	\$746,713	\$770,352	-3.07%
Seven Day Pass	10,666	7,454	116,581	100,494	16.01%	\$11,753	\$10,442	\$135,148	\$121,279	11.44%
One Day Pass	25,769	16,096	282,037	218,992	28.79%	\$26,305	\$21,408	\$306,486	\$299,881	2.20%
Monthly Pass	202,405	196,260	2,734,691	2,747,733	-0.47%	\$285,138	\$307,023	\$4,049,404	\$4,067,290	-0.44%
UPASS Flash ID	0	0	246,352	233,187	NA	\$0	\$0	\$994,610	\$960,976	NA
Electronic UPASS	65,010	62,046	1,260,084	1,271,194	-0.87%	\$119,690	\$118,884	\$1,562,669	\$1,591,224	-1.79%
Ten Ride Rhody	122,203	97,363	1,353,108	1,232,747	9.76%	\$375,720	\$327,540	\$4,209,400	\$3,921,980	7.33%
Rite Care Pass	170,368	157,913	2,119,241	2,116,778	0.12%	\$241,304	\$298,654	\$3,540,572	\$3,871,590	-8.55%
RIDE - ADA <sup>2</sup>	18,294	21,463	236,873	266,480	-11.11%	\$72,476	\$71,384	\$851,763	\$885,508	-3.81%
RIDE - Non ADA <sup>2</sup>	21,295	36,198	426,774	430,519	-0.87%	NA	NA	NA	NA	NA
Senior/Disabled No Fare Smart Card <sup>3</sup>	506,927	426,967	5,692,538	5,279,908	7.82%	\$231,064	\$247,435	\$2,546,097	\$2,586,883	-1.58%
ELIMINATED-Senior/Disabled No Fare Flash ID <sup>3</sup>	0	8,046	0	83,110	NA	NA	NA	NA	NA	NA
Employee/VIP/Product Read Failure/Flash Pass	14,789	13,745	189,345	143,543	31.91%	NA	NA	NA	NA	NA
Small Child	61,880	67,643	781,051	790,490	-1.19%	NA	NA	NA	NA	NA
Air Quality Alert Day Ridership <sup>4</sup>	169	125,939	138,780	476,641	-70.88%	\$0	\$142,355	\$122,479	\$177,976	-31.18%
Ecopass	11,425	10,060	150,305	146,127	2.86%	\$18,368	\$18,925	\$233,960	\$226,985	3.07%
<b>Total</b>	<b>1,642,392</b>	<b>1,597,456</b>	<b>20,525,312</b>	<b>19,978,551</b>	<b>2.74%</b>	<b>\$1,911,916</b>	<b>\$1,955,861</b>	<b>\$24,883,462</b>	<b>\$24,769,091</b>	<b>0.46%</b>

Avg Fare (excludes Non-ADA Ride)	\$1.24	\$1.27
Number of Weekdays	21	20
Number of Saturdays	4	5
Number of Sundays/Holidays	5	5
Number of Air Quality Alert Days	0	2

<sup>1</sup> Revenue is recognized when it is received.

<sup>2</sup> ADA is the only fare revenue-generating program under RIDE. Revenue includes non-RIPTA carriers providing ADA service.

<sup>3</sup> Senior/Disabled No Fare is funded by the Dept of Elderly Affairs @ \$2,500,000/year.

<sup>4</sup> On Air Quality Alert days, fareboxes are covered and not collecting information. Revenue is calculated using same day statistics from the four prior weeks. Ridership is based on the Key A tally entered by the drivers at the Operators Control Unit.

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**Request for Proposals Number 15-12**

**Ridership By Fare Category**

Fare category	Revenue Source	Fares Collected	Percent of Ridership Total
Full Fare	RIPTA customer	203,074	12.36%
Half Fare	RIPTA customer	3,466	0.21%
Full Fare Transfer	RIPTA customer	66,167	4.03%
Half Fare Transfer	RIPTA customer	1,088	0.07%
Non-Cash Transfer	Included w/ RIPTIKS & 15-Ride Pass	92,025	5.60%
RIPTIKS	RIPTA customer	16,896	1.03%
15-Ride Pass	RIPTA customer	28,476	1.73%
Seven Day Pass	RIPTA customer	10,666	0.65%
Day Pass	RIPTA customer	25,769	1.57%
Monthly Pass	RIPTA customer	202,405	12.32%
UPASS	Universities	65,010	3.96%
Ecopass	Businesses	11,425	0.70%
RIDE ADA	RIDE Customer	18,294	1.11%
<b>Subtotal</b>		<b>744,761</b>	<b>45.35%</b>
RiteCare Passes	State Funds - DHS	170,368	10.37%
Ten Ride Rhody	State Funds - DHS	122,203	7.44%
RIDE Non ADA	State Funds - Various Agencies	21,295	1.30%
Senior/Disabled No Fare	State Funds- RIPTA Operating	506,927	30.87%
Employee/VIP/Product Read Failure	State Funds- RIPTA Operating	14,789	0.90%
Small Child	State Funds- RIPTA Operating	61,880	3.77%
Air Quality Alert	State Funds - DEM	169	0.01%
<b>Subtotal</b>		<b>897,631</b>	<b>54.65%</b>
<b>Total</b>		<b>1,642,392</b>	<b>100.00%</b>

Fares By Mode Category	Fares	FY14
	Collected	Cumulative Ridership
Fixed Route	1,595,735	19,577,246
RIDE (ADA & non-ADA)	39,589	663,647
Flex	7,068	284,419
<b>Total</b>	<b>1,642,392</b>	<b>20,525,312</b>

Revenue By Mode Category	Revenue <sup>1</sup>	FY14
	Revenue <sup>1</sup>	Cumulative Revenue <sup>1</sup>
Fixed Route	\$1,831,328	\$23,674,686
RIDE (ADA & non-ADA)	\$72,476	\$851,763
Flex	\$8,112	\$357,012
<b>Total</b>	<b>\$1,911,916</b>	<b>\$24,883,462</b>

<sup>1</sup> Fixed Route and FLEX revenue are estimated using ridership percentages.