



ADDENDUM #1

January 20, 2021

RFP #7610814

TITLE: Rhode Island Statewide Travel Demand Model Contract - DOA

Submission Deadline: February 1, 2021 10:00 AM (Eastern Time)

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES, NO FURTHER QUESTIONS WILL BE ANSWERED.

Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.

Robert DeAngelis

Senior Buyer

The following are the vendor questions with State responses for RFP 7610814 Rhode Island Statewide Travel Demand Model Contract:

Vendor A

1. Would you consider accepting an all-electronic submittal with the evolving situation around the Covid-19 outbreak, rather than the required hard copy documents and CD? This would reduce the need for people to travel and/or congregate to print, assemble, and deliver the submittal package. Also, at this time, delivery services cannot guarantee all shipments as work and travel restrictions may affect shipments to and from impacted areas, as well as shipments moving within those areas.

Yes, the State will allow submissions emailed per the instructions on Addendum #2.

2. If you require hardcopies, would you allow for the use of electronic/scanned signatures for the original document?

Yes, electronic/scanned signatures are allowed.

3. The current version of TransCAD is 8. Does the client intend to move only to TransCad 8? How many updates should be considered in the cost proposal?

We currently are running TransCAD 7. Given the short duration of the contract, the vendor should just plan on one update.

4. In the scope, the contractor is required to “conduct validation and calibration of the model to passenger survey data from RIPTA, RIDOT’s MBTA service, and other similar data sources as they become available,” how many rounds for validation and calibration should be expected during the project? Would all these data be compiled together, or each will require a separate validation effort?

RIPTA and RIDOT conduct separate surveys every few years. The ideal would be to get one from each during the contract period and deliver them to the vendor at the same time, such that the validation and calibration process can have as comprehensive a view as possible. The surveys should include some origin, destination, and transfer information.

5. The duration of the contract is (2) years. The as need basis section of the scope says, “The Contractor shall plan for approximately two (2) such occurrence per year, for a total of eight (8) such analysis over the duration of the contract,” based on the duration of the contract (2) runs per year will be (4) runs. Should we consider a total of (4) or (8) run?

The vendor should consider a total of four (4) runs.

6. What are the means (in-person or web-based) and durations of the annual educational presentations?

Due to COVID and the short duration of this contract, the specifics are undetermined. The intent was for an in-person training of ten individuals on the basics of TransCAD lasting three days and then two days on the model specifically. The trainings would be co led by the vendor and the RISM project manager. If this can be done for staff working from home, that would be very good, but it is unclear how to work out the logistics with Caliper.

7. The technical support and assistance section is vague in how many meetings, on-call technical support, and telephone support are required?

As technical assistance events are entirely random, some uncertainty should be built into the vendor's plans. That said, the project manager and the vendor should expect to have a phone meeting every week. Historically, a tech support issue of some kind has come up at least every quarter, and the severity of the issues have varied wildly from situations resolved by an hour of conversation to problems requiring the reconstruction of the model in a new user interface due to a problem upgrading from TransCAD 6 to TransCAD 7.

8. How will optional tasks be considered in the calculation of technical and cost scores?

As there is only one optional task it will be wrapped up into the work plan and methodology categories. The review committee will holistically consider the optional task in terms of whether the methodology shows an understanding of the technical aspects of the task and whether the suggested work plan seems realistic. Vendors are encouraged to tell us what time frame they consider minimally necessary to finish the task in the context of a short contract.

Vendor B

1. Page 10 of the RFP discusses the possibility of as needed model analyses and states: "The Contractor shall plan for approximately two (2) such occurrence per year, for a total of eight (8) such analysis over the duration of the contract." Since this is a two-year contract, two occurrences per year would total four over the duration of the contract. For budgeting purposes, should we plan for two per year or for eight in total? Please clarify.

Two per year.

2. Page 16 of the RFP states that "Two (2) completed original copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Enterprise Participation Plan" forms be included in our proposal submission. Please confirm if that means one original and one copy, or two originals and two copies.

Yes, this means one (1) original and one (1) copy.

3. Please confirm if the 30 page limit to the technical proposal includes proposal cover, cover letter, and table of contents.

The 30-page limit does not include the proposal covers, cover letter and table of contents.

4. Please confirm if the size 12 font requirement is applicable to any tables and figures included in the proposal. Additionally, please confirm if a font size larger than size 12 is allowed for headings, etc.

The size 12 font is not applicable to tables, figures or headings.

5. In Section 4, part A, Number 2, proposers are asked to include “figures for your company’s employee retention rate”. Is there formal documentation desired for this requirement, or is a brief statement sufficient? Additional guidance on this requirement would be appreciated.

We have no template for what we expect, but moderately rigorous reporting of statistics will be rewarded. Understanding the general rate at which vendor project leads see contracts through would be of particular interest.

6. Due to the COVID-19 and widespread remote work in Massachusetts and Rhode Island, would RIDOA consider an electronic-only proposal submission for this effort?

Yes, the State will allow submissions emailed per the instructions on Addendum #2.

Vendor C

1. Page 5 indicates that the contract period is anticipated to be April 1, 2021 to March 31, 2023 (24 months) with up to one additional 12-month period, which is consistent with Appendix B-2. However, page 10 states that: “The Contractor shall plan for approximately two (2) such occurrence per year, for a total of eight (8) such analysis over the duration of the contract.”. We are looking for confirmation that we should plan for 8 analyses over 3 years rather than 6 analyses over 3 years.

Plan for 4 analyses over two years with an optional extension.

2. The Travel Demand Model Purpose/Platform Analysis task does not appear in Appendix B-2. Which line item should this be incorporated under? Similarly, is line 4. New Model Applications/Tasks intended to capture only the household survey data task?

Platform Analysis: Include under model documentation.

New Model Applications: Yes