



May 22, 2024

ADDENDUM NO. 1
Request for Proposals for Comprehensive Operational Analysis and Integration
Study for Glendale Beeline Transit System
RFP #: PWA 2024-022

NOTICE TO ALL PROPOSERS

Notice is hereby given to all potential Proposers that this is an addendum to the Request for Proposal for Comprehensive Operational Analysis and Integration Study for Glendale Beeline Transit System issued on April 25, 2024. This Addendum is attached to and made part of the above-entitled RFP from the City of Glendale.

Instructions:

- Each Proposer shall acknowledge receipt of this addendum on **PF: 8** in their submitted Proposal.

CHANGES TO RFP SPECIFICATIONS

1. RFP, Page 10, Section I.H

The following is a **tentative** schedule of events:

EVENT	RESPONSIBILITY	DATE
RFP Distribution	City	April 25, 2024
Pre-Proposal Conference (OPTIONAL)	City	May 2, 2024
Last Day to Submit Requests for Clarifications	Proposer	May 16, 2024
Response to Requests for Clarifications	City	May 23, 2024
Last Day to Submit Letter of Objection	Proposer	May 28, 2024
RFP Proposals Due	Proposer	June 12, 2024
Proposer Interviews (if requested by City)	City	June 24-28, 2024
Anticipated Contract Award by City Council	City	July 30, 2024

The City reserves the right to modify any of the dates shown above by written notice.

2. RFP, Page 11, Section I.K

The Proposal due date has changed. **Proposals are to be submitted by 4:00 PM on Wednesday, June 12, 2024.**

Clarification for proposal submittal:

To be accepted and considered, Proposer must submit one (1) unbound original, four (4) bound copies in three-ring binders, and one (1) USB containing electronic files of the completed proposal and all necessary requested documents, which must be enclosed in a sealed package.

3. RFP, Page 23

The bulleted list in the first section under “Glendale Beeline Comprehensive Operational Analysis”, that begins with, “1. Create and implement...” will also include the following bullet point:

- The Consultant is responsible for translating all public outreach documents into Spanish and Armenian.

4. RFP, Page 67, Proposal Form PF: 5- Insurance Requirements Declaration

The timeframe to furnish the City with valid insurance forms on Proposal Form PF: 5 has changed from fourteen (14) calendar days to thirty (30) calendar days. Please complete revised PF: 5 in Attachment A.

EXCEPTIONS TO RFP

Please note any exceptions that you have to the RFP in **PF: 6**, Table of Exceptions. If any RFP changes are made as a result of additional review prior to the submission deadline, the City will issue additional Addenda. Noted exception(s) on PF: 6 may be considered and negotiated prior to contract award.

RESPONSE TO SUBMITTED QUESTIONS

Q1. The RFP does not explicitly mention the City of Glendale Dial-a-Ride. Can the City confirm that Dial-a-Ride service is not part of the COA?

A1. The Glendale Dial-A-Ride service is not a part of the COA.

Q2. How many copies of the proposal must be provided?

A2. See Changes in RFP Specifications, No. 2 above.

Q3. Task 5.3 does not mention a specific number of expected outreach events. Does the City have an expectation for the minimum number of events or should the consultant propose the number of events based on our experience?

A3. The Proposer should propose the number of outreach events. Per Task 5.3, the Proposer’s outreach strategies should also include out-of-the-box public outreach methods.

Q4. Does the “one evening presentation” cited in Task 2 mean one presentation for each entity, or will the presentations to the three entities be combined into a single evening presentation?

A4. Yes, a minimum of one presentation for each entity.

Q5. The RFP mentions translation of outreach materials to Spanish and Armenian. Is there an expectation that the consultant will provide Spanish and Armenian speaking staff to attend all outreach events and/or provide live translation services for meetings? Or does the City have staff available to support live Spanish and Armenian translation at public events?

A5. The Proposer does not have to provide live translation service for meetings. See Changes to RFP Specifications, No. 3 above.

Q6. In relation to inter-agency service planning. They state that they want to see ALL routes evaluated within the City of Glendale. Based on the language, this includes Metro as well as BurbankBus and Glendale's local transit authority. Does the scope also extend to providing timetables and service planning for Metro and BurbankBus as well? What kind of participation from Metro and BurbankBus can we expect?

A6. No, the scope does not extend to providing timetables and service planning for Metro and BurbankBus. However, BurbankBus may contract with the selected Proposer based on this RFP for their own COA.

Q7. How much outreach is expected to be conducted with riders of other (non-City) transit services (BurbankBus, Metro, LADOT, etc.)? For example, is the City expecting the successful bidder to conduct surveys on Metro routes operating within the study area?

A7. No, the primary focus of this study is on Beeline services. The Proposer should find other methods to collect relevant data on riders in the Beeline service area regardless of service provider.

Q8. Considering the proposers were not able to ask questions during the prebid, can Glendale consider answering the questions as they come in, rather than waiting until the date listed in the RFP, as the City's answers to our questions will significantly affect our approach/proposal.

A8. No.

Q9. Is there a budget set for the study or a maximum not to exceed budget for its development?

A9. No, we are expecting complete and competitive proposals.

Q10. What is the not-to-exceed budget for this project?

A10. See answer to Q9 above.

Q11. When does the City expect to award the project/issue a Notice to Proceed?

A11. The City is expecting to award on July 30, 2024. The Notice to Proceed will be issued after the contract has been executed.

Q12. What is the desired timeframe for completion of this project?

A12. The Proposer should propose the timeline based on their experience to complete a COA for a transit agency with a similar size and scope.

- Q13. Is there a desired timeframe for completion of this study and for implementation of its recommendations?
- A13. See answer to Q12 above.
- Q14. Has the City begun purchasing zero-emission vehicles and developing charging infrastructure?
- A14. Yes.
- Q15. Page 24 states, "Survey results shall be provided to the City in both electronic and original hard copy format." Please clarify what is desired by "survey results" in "original hard copy format."
- A15. Any surveys administered in paper format and completed by a respondent shall be provided to the City in "original hard copy format".
- Q16. Page 24: The RFP says that the Consultant will produce GIS maps using ArcGIS 10.8.1. Would the City consider maps developed in ArcGIS Pro?
- A16. Yes.
- Q17. Has a DBE goal been established?
- A17. No.
- Q18. At the bottom of page 9, there is mention of an Appendix 3 containing a series of documents and data in electronic format. However that is not available in the City's website, nor the PDF. Can the information in Appendix 3 be shared with consultants in an addendum next week?
- A18. See Addendum 1 attachments, Appendices 3A-D.
- Q19. Page 9 of the RFP references three appendices with information about the City's transit services. However, these appendices do not appear to be available on the City's procurement website. Will you provide this information to potential bidders?
- A19. See Addendum 1 attachments, Appendices 1-3D.
- Q20. How has ridership changed so far between FY 2022/23 and FY 2023/24 YTD?
- A20. Yes, ridership has steadily increased from FY23 to now. City will provide selected Proposer with ridership figures.
- Q21. Is there any existing data regarding transfers within the Beeline system and between Beeline and other services?
- A21. The City has limited data regarding transfers within the Beeline system and interagency transfers.
- Q22. What data is currently available at the bus stop level (e.g., boarding, alighting, on-time performance, etc.)?

- A22. The City only has a one-day snapshot of the Beeline service from the previous study.
- Q23. What Origin-Destination data is available related to all modes and to transit?
- A23. The City does not have origin-destination data. It is the Proposer's responsibility to collect data necessary for this study.
- Q24. Task 3.1: What transit data is currently available for use in this study?
- A24. Operating data (hours and miles), ridership, and on-time performance will be provided to the selected Proposer.
- Q25. Will the City provide a copy of its full Title VI Program (inclusive of public participation/outreach components)?
- A25. The Title VI Program is available on the transit website:
<https://www.glendaletransit.com/contact-us/title-vi-policy>
- Q26. When did the City conduct its most recent survey of Beeline riders? Is the report from that effort available?
- A26. The most recent survey was conducted in 2018. The results can be seen in the Title VI Program. See answer in Q25 above.
- Q27. Has the City completed its CARB ICT ZEB Rollout Plan? Will this document be provided?
- A27. Yes, see Attachment B.
- Q28. Can the City please clarify which forms need to be submitted by subconsultants?
- A28. Subconsultants will need to fill out the subcontractor section on PF:5 Disclosure-Campaign Finance Ordinance.
- Q29. Can the City please clarify if subconsultants also need to submit the insurance declaration and financial statements?
- A29. Subconsultants do not need to submit the insurance declaration and financial statements.
- Q30. Exceptions: We understand that the City would like for the proposer's exceptions to be submitted with our proposal on the appropriate form (PF:6) that was included in the RFP. However, the exceptions we need to request pertain to the insurance requirements. Our insurance agent cannot sign the Insurance Requirements Declaration form required to be submitted with the proposal unless our exceptions have been accepted or acknowledged by the city. With this in mind, we respectfully request the following insurance exceptions;
Exhibit 2: Insurance Requirements, Page 34, "BUSINESS AUTOMOBILE" LIABILITY INSURANCE, Paragraph 1.3:
The liability insurance must include all major divisions of coverage and must cover all vehicles, whether rented, ~~leased~~, hired, ~~scheduled~~, owned or non-owned

Reason: Our firm does not own any vehicles and does not intend to own any vehicles. Business travel is usually performed using a rental vehicle. Our business liability carrier classifies rental vehicles as “non-owned autos” and coverage for those vehicles is included and reflected in our policy.

Proposed Language: The liability insurance must include all major divisions of coverage and must cover non-owned-vehicles, whether rented or hired.

A30. City acknowledges this request. Please note it in PF: 6 Table of Exceptions. City can make the exception to the auto liability requirement if Proposer is selected.

Q31. Exceptions: We understand that the City would like for the proposer’s exceptions to be submitted with our proposal on the appropriate form (PF:6) that was included in the RFP. However, the exceptions we need to request pertain to the insurance requirements. Our insurance agent cannot sign the Insurance Requirements Declaration form required to be submitted with the proposal unless our exceptions have been accepted or acknowledged by the city. With this in mind, we respectfully request the following insurance exceptions;

PF: 5 – INSURANCE REQUIREMENTS DECLARATION – Glendale, Page 67, Second Paragraph:

I, the undersigned (check one box: underwriter agent), certify that I and the Vendor listed below have jointly reviewed the “Insurance Requirements” in this Request for Proposals. If the City of Glendale (“City”) awards the Contract for Comprehensive Operational Analysis and Integration Study for Glendale Beeline Transit System, I will be able—within ~~fourteen (14)~~ calendar days after the Vendor is notified of the Contract’s award—to furnish the City with valid insurance forms (including one or more insurance certificates and ~~additional insured endorsements~~) that fully meet all of the Insurance Requirements.

Reason: It takes our insurance company 30 days to process the additional insured endorsements. This aligns with the industry standard.

Proposed language:

I, the undersigned (check one box: underwriter agent), certify that I and the Vendor listed below have jointly reviewed the “Insurance Requirements” in this Request for Proposals. If the City of Glendale (“City”) awards the Contract for Comprehensive Operational Analysis and Integration Study for Glendale Beeline Transit System, I will be able—within thirty-five (35) calendar days after the Vendor is notified of the Contract’s award—to furnish the City with valid insurance forms (including one or more insurance certificates and additional insured endorsements) that fully meet all of the Insurance Requirements.

A31. City acknowledges this request. City has revised PF: 5 from fourteen (14) calendar days to thirty (30) calendar days to furnish valid insurance forms. See Attachment A. Please note that the sooner the City receives insurance and endorsement documents, the sooner the project can commence. The contract cannot be executed without the insurance.

Q32. If the City will not answer the exceptions request during the Q&A period, and our insurance agent cannot complete the required form with the insurance requirements as-is, how would the City like for our firm to proceed with the Proposal? Will our proposal be

deemed non-responsive if we place a footnote on the form, indicating that the form cannot be completed until insurance requirements have been negotiated?

A32. The City has acknowledged the insurance exceptions questions in Q30 and Q31 and has revised form PF: 5 (Attachment A). All exceptions must still be noted on form PF: 6 Table of Exceptions. Insurance declarations must be completed and submitted with the proposal to be deemed responsive. City will negotiate final terms with selected Proposer.