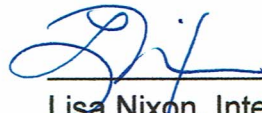


ADDENDUM NO. 2

RFP No. 202021-04
Madera Transit Plan Services Assessment

Dated: March 5, 2021

Issued by:



Lisa Nixon, Interim Procurement Services Manager
CITY OF MADERA
Purchasing – Central Supply
1030 South Gateway Drive
Madera, CA 93637

The foregoing documents are amended in the respects as herein set forth. This addendum and the amendments herein shall become part of said documents and of any contract entered into pursuant to said documents.

Attachment 3 – Vision Plan 2025 New and Enhanced Strategies – Diverse, Accessible Transportation (1 page)

Attachment 4 – Questions and Answers for RFP No. 2022021-04 (3 pages)

Changes to the RFP -

Page 3, Introduction, Paragraph 9 has been changed to read as follows:

Submit five (5) hard copies and one (1) electronic copy in PDF format on a CD/DVD or USB drive of the Consultant's proposal. **Hand deliveries may be arranged by request for appointment with David Huff via email to dhuff@madera.gov. This excludes courier services such as, FedEx, UPS, USPS, etc.** The hard copies and DC/DVD or USB drive shall be delivered or submitted to the City of Madera prior to **12:00 pm, Tuesday, March 9, 2021**. Proposals shall be submitted in a sealed package clearly marked "Madera Transit Plan Services Assessment" and addressed as follows:

Ivette Iraheta, Grant Administrator
Grants Department
City of Madera
205 W. 4th Street
Madera, CA 93638

Proposals received after the time and date specified above will be considered non-responsive and will be returned to the Consultant. ***Due to Covid-19 safety precautions and to ensure the delivery of your proposal, it is important that you also email an electronic version to iiraheta@madera.gov by the date specified proposal due date and time.***

Appendix A, Proposal Requirements, Item No. 5, Scope of Work, sub-item 4 (a-c) has been removed.

Appendix B, Proposal Evaluation, Item No. 2 (a) has been changed to read as follows:

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct **Transit Planning** services on both federal and non-federal aid projects.

Appendix A, Proposal Requirements, Item No. 7, Conflict of Interest, has been changed to read as follows:

The proposing Consultant shall disclose any financial, business, or other relationship with the City of Madera that may have an impact upon the outcome of the contract or the **Transit Planning** project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the **Transit Planning** project what will follow.

Project Description, overall project objectives' final bullet listed on page 6 of the RFP has been changed to read as follows:

Prepare final grant report to include results of studies commissioned, consultants research on proposed improved practices by November **2022**.

Purchasing – Central Supply 559/662-4914

End of Addendum 2.

ATTACHMENT 3

VISION PLAN 2025 NEW AND ENHANCED STRATEGIES		
Strategy 121	Multi-modal transportation: Develop a city-wide multi-modal transportation plan to ensure safe, affordable and convenient transportation modes for residents and businesses within Madera.	Lead Role
Action 121.1	Provide a needs assessment including all forms of transportation.	City of Madera
121.2	Update the Master Transportation Plan.	City of Madera
121.3	Study options for promoting traffic flow over or under railroads and establish budgets and identify funding sources for implementing grade separations of railroads. Initiate strategy for securing funds.	City of Madera
121.4	Continue to provide discount fares for seniors and people with disabilities.	City of Madera Parks and Community Services
121.6	Promote and encourage businesses to provide transportation vouchers as a benefit of employment.	City of Madera
121.7	Conduct a walkability audit to assess needs.	City of Madera
121.8	Promote and encourage walking within the city.	City of Madera
121.9	Include provisions for expanded pedestrian access within Master Transportation Plan.	City of Madera
121.10	Add facilities and amenities for the public.	City of Madera

1. Would the City be willing to waive the hard copy proposal requirement? Due to the pandemic, our offices are not fully opened yet.
[No. SEE ADDENDUM NO. 2](#)
2. Should evaluation criteria number 7 (local presence) and 8 (references) be included into Section 3 - Consultant Information, Qualifications & Experience?
[Each evaluation Criteria No. 1 – 8 is to be evaluated based on information throughout the proposal related to that criteria. Follow the guidelines provided in Appendix A.](#)
3. For task 2.4, can you clarify if the consultant will create the survey and also distribute, or will the City be responsible for distribution?
[As Task 2.4 reads, it is the responsibility of the Consultant to develop the survey. City will assist with distribution through all marketing platforms.](#)
4. Do we follow the schedule provided on PDF page 20 of the RFP or is that just an example?
[Yes. This project timeline is part of the contract that has been established with Caltrans. It is recommended that consultants stay within the given timeline.](#)
5. Under proposal requirement 4.3, the client asks for references for each key person. How many references would you like to see per key person and would the references be included on their resume?
[References should be included on each key person's resume. It is recommended to provide as many as required to demonstrate experience with this type of project.](#)
6. According to your FB page, you are already advertising Community Forums for the “Madera Transit Plan”. Is this the same as the Madera Transit Plan Services Assessment? The posting includes a contact for more information on meeting dates. What information is currently provided by inquiring with the contact?
[Yes, what is being advertised on FB is the Community Forum for the MTP. Because we were behind on releasing the RFP \(reason for small advertising window\) the decision was to begin marketing the Community Forums. Though the marketing is a shared Task between the Consultant and the City, Task 2.1. Meeting dates, times, and locations have not been established. This will be formalized when the consultant is selected. The proposed date to provide a letter to proceed to Consultant is the week of April 26th. Task 2.3 timeline is April 2021 – February 2022.](#)
7. The RFP has a final completion date by the expiration of the grant (February 28, 2023), with a preference for an expedited schedule (which we also favor). Does Madera have a desired date of completion in mind?
[The dates and task that are shown in the project timeline are also established in the grant agreement with Caltrans. Each task is time sensitive and would require an amendment if it were completed sooner. Our desired date of completion is February 2023.](#)
8. The RFP states the cost proposal is to be submitted under separate cover and also that Consultants invited to interviews will be required to submit final cost proposals in sealed envelopes during the interview. Does this mean a cost proposal (under separate cover) is due with the proposal on March 5th, and additionally at the interview?
[Yes. A cost proposal is to be submitted with the proposal on the Proposal due date. If an invitation is sent to participate in an oral interview and/or negotiations are to take place, then you may submit a separate proposal as your final offer.](#)

9. Given the statement the City has not developed a headway sheet or “driver paddle,” what is the expectation from the consultant regarding this matter?
[Consultant is not expected to develop a headway sheet or “driver paddle”.](#)
10. What are the City’s expectations regarding service design standards?
[Consultant expectations are identified in Task 3.](#)
11. The RFP references the City’s Active Transportation Plan several times. What bearing should that Plan have on the development of this project?
[Task 3.6. Madera County Transportation Commission – Active Transportation Plan \(MCTC – ATP\). The Madera Transit Plan should be designed with the ATP, City of Madera projects in mind and can be found on the Madera County Transportation Commission website. For additional City of Madera Transit planning resources, please refer to Attachment 3 in ADDENDUM NO. 2](#)
12. Please confirm the number of bus stops that are to be included in the bus stop inventory.
[103](#)
13. Item #5 on page 13 asks proposers to “describe critical engineering design issues” and “critical environmental issues” as part of the scope of work. These statements appear out of place for this project. If they are to be addressed in the scope of work, what type of information is the City looking for?
[See ADDENDUM NO. 2](#)
14. Item #2 on page 17 includes qualifications and experience to “conduct traffic engineering services.” As this is not a traffic engineering project, was this statement included in error? What other qualifications and experience will bidders be evaluated on? Should read “Transit planning services”.
[SEE ADDENDUM NO. 2](#)
15. Item #7 on page 13 references the “outcome of the contract or the construction project.” Was this statement included in error, as there is no construction project associated with this RFP?
[SEE ADDENDUM NO. 2](#)
16. The last bullet point on page 6 references a final grant report. This item is not listed as a deliverable within this project’s scope of work, and the deadline (November 2023) exceeds the grant completion date of February 28, 2023 cited on page 20. Is this a task for the consultant or the City? If a consultant task, how should it be represented in the Scope of Work and Project Schedule? Is there an (City) internal deadline for its completion?
[Task 4.4 is to be completed by City of Madera and Consultant. SEE ADDENDUM NO. 2](#)
17. Under Appendix A - Proposal Requirements, 10. Cost Proposal, we reviewed the RFP language and Chapter 10.3 of the Local Assistance Procedures Manual, but we are hoping to get further clarification regarding the cost proposal format. Are you able to provide a cost proposal template or example of what you would like consultants to provide?
[A cost proposal template may include the Task Number, Task Description, Total Hours To Be Spent On Task, Hourly Cost Per Task, and Total Cost Per Task \(Hours spent x Hourly Cost = Total Cost Per Task\). The total sum of all task shall not exceed to total grant amount of \\$100,000.](#)

[Appendix C shows the contracted amount allocated per task. If the selected consultant Cost Proposal exceeds the allocated amount per task but remains under the grant total of \\$100,000, a one-time cost amendment may be made to honor the grant contract.](#)
18. Will the City’s office at 205 W. 4th Street be open to receive delivery of proposals on the afternoon of Friday, March 5th?
[Yes. SEE ADDENDUM NO. 2](#)

19. Instead of providing a blue ink wet signature, would the City be comfortable with consultants providing an blue ink electronic signature?

[On the electronic version, a blue ink electronic signature will be acceptable.](#)

20. Can you clarify what the consultant is responsible for under Task 2.2?

[The Scope of Work in the RFP gives a detailed description of each task identified in Task 2 – In addition, refer to Appendix C, RFP and Project Schedule.](#)