



RFP ADDENDUM # 1  
CITY OF BEVERLY HILLS  
COMMUNITY DEVELOPMENT DEPARTMENT  
455 NORTH REXFORD DRIVE  
BEVERLY HILLS, CA 90210

**RFP Number: 17-50**

**Closing Date: January 17, 2017**

**PLEASE NOTE THE FOLLOWING QUESTIONS AND ANSWERS:**

**TO: PROSPECTIVE PROPOSERS**  
**FROM: CITY OF BEVERLY HILLS AND CITY OF WEST HOLLYWOOD**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**DATE: NOVEMBER 15, 2017**  
**RE: RFP FOR LOCAL TRANSIT AND PARATRANSIT SERVICES**  
**ADDENDUM # 1**

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Q1. RFP pg. 11/83 states – “The City is considering leasing vehicles and may elect to change vehicle types for the Dial-A-Ride services. The contractor is responsible for leasing ADA compliant and alternative-fueled vehicles, and coordinating with the City’s Fleet Manager on vehicle types. The contractor is responsible for vehicle leasing costs, registration, inspections, maintenance and operations. The contractor is responsible for obtaining the appropriate liability insurance coverage per the City’s requirements for each vehicle.” Please provide clarification as the first sentence states that the City will lease vehicles and the second sentence states the contractor is responsible for leasing vehicles. If contractors are to provide vehicles, please specify the required technical specifications.

**Answer:** *The contractor will be responsible for leasing vehicles. The contractor shall provide recommendations on vehicle types comparable to the City’s current fleet (Exhibit 4). The City’s Fleet Manager will work with the contractor on selecting vehicle types.*

Q2. RFP page 40/83, Form II: Proposed Costs – Please provide the Cost Forms Excel spreadsheet described in this section.

**Answer:** *The Cost Forms Excel file can be downloaded at [www.beverlyhills.org/transitRFP](http://www.beverlyhills.org/transitRFP) under the RFP Documents.*



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Q3. Will the City allow bidders the opportunity to submit follow up questions once all of the procurement documents are received?

**Answer:** *No.*

Q4. Please provide a vehicle replacement schedule.

**Answer:** *Exhibit 4 of RFP shows the current vehicle roster, including year of manufacture. Typically, vehicles are replaced every 7 years.*

Q5. Please clarify the definition of a billable hour.

**Answer:** *Billable hour is hours in service exclusive of deadhead, fuel time and driver lunch (for Demand Response).*

Q6. Please provide the brand and type of the AVA/PA system on the fixed route vehicles. Do the Cities want to provide tracking or arrival information for the trolley service?

**Answer:** *West Hollywood fixed-route vehicles use Hanover. Tracking or arrival information for the Beverly Hills trolley service may be considered in the future.*

Q7. Price Adjustment: We recommend including a provision that provides for price adjustments if Contractor's costs increase as a result of (i) changes to the scope of work / service hours requested by the City, (ii) changes in laws, rules, regulations, etc. applicable to the services to be provided by Contractor, and/or (iii) wage increases necessary for Contractor to be able to recruit and retain qualified employees as a result of an increase in the minimum wage in the City or surrounding jurisdictions. If the parties are unable to agree on a rate adjustment, then either party may terminate the contract upon 120 days written notice to the other party.

**Answer:** *This item may be addressed during contract negotiation process.*

Q8. Would the Cities consider the inclusion of a force majeure provision relieving both parties from performance under the Contract for circumstances beyond their reasonable control (acts of God, war, labor strikes, slowdowns, sick-outs, or other disputes, etc.)?

**Answer:** *This item may be addressed during contract negotiation process.*

Q9. Exhibit 3, Federal Clauses and Federal Requirements, under "Termination," Section a. "Termination for Convenience": With respect to termination for convenience, would the Cities consider revising this requirement to provide that either party may terminate with 60 days' advance notice, and payment of Contractor's reasonable close out costs, in the event the City terminates?

**Answer:** *Exhibit 3 language is based on FTA requirement and may not be altered*



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Q10. Exhibit 3, Breaches and Dispute Resolution, FTA provision states “Disputes arising in the performance of this contract which are not resolved by agreement of the parties shall be decided in writing by the recipient’s authorized representative.” As disputes shall be decided by the City, such a decision shall be binding on the Contractor. Would the Cities consider deleting the first paragraph, but keep the dispute provisions which provide for resolution via arbitration or a court of competent jurisdiction?

**Answer:** *As with the question above, this language comes directly from FTA requirement.*

Q11. Exhibit 3, Transit Employee Protective Provisions: Please revise section to provide that the City will be administratively and financially responsible for 13(c) obligations.

**Answer:** *As with the above, all language in Exhibit 3 is directly from FTA.*

Q12. What Scheduling and Routing software is currently provided and utilized by the current contractor(s)?

**Answer:** *Trapeze*

Q13. What Tablets or Mobile Data Terminals (MDTs) are currently provided and utilized by the current contractor(s)?

**Answer:** *Proposals should include description of MDT to be provided by contractor.*

Q14. Is one Mechanic and one Utility Worker sufficient to maintain, fuel, and clean all of the vehicles required for service under this Contract?

**Answer:** *Proposal should describe staffing required for the services outlined in the RFP, based on contractor’s estimate of needs.*

Q15. Are facility and vehicle cleaning services subcontracted out?

**Answer:** *The contractor may subcontract facility and vehicle cleaning services. The contractor should specify this in the proposal and include costs in the cost estimate.*

Q16. Exhibit 6 lists two Part-time Drivers. On average how many hours a week do they work?

**Answer:** *Proposals should be based on staffing estimates that the bidder feels are sufficient to address the services as outlined in the RFP.*



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Q17. The West Hollywood/Beverly Hills Transit RFP Package Checklist requests we provide resumes for the Project Manager and the Operations Manager. Do we also need to name a Maintenance Manager and provide their resume? Or is the Maintenance Manager part of the current contractor’s local personnel?

**Answer:** *The Maintenance Manager can be part of the current contractor’s local personnel. The Maintenance Manager’s resume is not required.*

Q18. Are there cameras currently on the provided revenue vehicles?

**Answer:** *Cameras are provided by contractor.*

Q19. Can you provide a breakdown of the projected daily weekday, Saturday and Sunday revenue and deadhead hours and miles for each service type?

**Answer:** *Revenue hours can be calculated based on the specifications provided in the RFP. Deadhead hours and miles will depend on the proposed location of the maintenance facility.*

*Revenue Miles are as follows:*

	<i>West Hollywood</i>	<i>Beverly Hills (FY 16-17)</i>
<i>Fixed Route:</i>	<i>Approximately 110,000</i>	<i>Approximately 4,000 miles</i>
<i>Demand Response:</i>	<i>Approximately 70,000</i>	<i>Approximately 32,000 miles</i>

Q20. How many non-revenue support vehicles are provided by the current contractor(s)?

**Answer:** *The proposal should indicate the contractor’s estimates based on the program as described in the RFP.*

Q21. Can you provide a list of DBE vendors currently being utilized by the current contractor(s)?

**Answer:** *None.*

Q22. What is the value of the current parts inventory?

**Answer:** *The Beverly Hills fleet parts inventory value is approximately \$1,884.*

Q23. Can you provide a history of engine and transmission rebuilds for the provided fleet?

**Answer:** *The Beverly Hills fleet had no engine rebuild and 1 transmission rebuild.*



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- Q24. Can you provide the current rates paid to the existing contractor(s) for each service type?  
**Answer:** *An official public records request is required to obtain this information. Please submit a records request to each City's City Clerk's Office.*
- Q25. How many vehicles will be made available for training during the transition?  
**Answer:** *One vehicle per service type can be made available for training. The contractor can provide additional vehicles to accelerate the training process.*
- Q26. Can you provide the projected AM daily pull-outs and the PM daily pull-outs?  
**Answer:** *This information is to be determined by the contractor based on service hours and yard location.*
- Q27. Exhibit 4 states the "Current Average Mileage" for the provided fleet. Can you provide when that mileage was calculated?  
**Answer:** *Beverly Hills mileage numbers were from September 28, 2017. West Hollywood averages are from July 1, 2017. Note that there is an error on the West Hollywood page - the fleet of Chevy minivans is 3, not 2 as noted on Exhibit 4.*
- Q28. Can you clarify who is responsible for bus stop and transit amenities maintenance and cleaning?  
**Answer:** *Beverly Hills and West Hollywood Street Maintenance staff/contractors are responsible for cleaning/maintaining fixed-route service stops. The contractor is responsible for vehicle maintenance and cleaning.*
- Q29. Is the contractor required to have on-site propane fueling?  
**Answer:** *It is preferred, not required, that the contractor have on-site propane fueling. If the contractor does not have on-site propane fueling, the contractor must identify the intended fuel source, which must be located between the proposed maintenance facility and the City of West Hollywood.*
- Q30. Is there a limit on how many miles on-demand service can go?  
**Answer:** *10-miles for West Hollywood. Beverly Hills limit TBD.*



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Q31. Is door-to-door service part of the Beverly Hills budget in the cost proposal form?

**Answer:** *Yes. It is item #11 under the "Dial-A-Ride+Charter-BH" tab in the Form 2 Excel file.*

**END OF ADDENDUM**