

*****ADDENDUM ONE*****
RFP to Provide Management Services
For Both Fixed Route and Demand Response Services
September 15, 2017

A pre-proposal meeting concerning the Request for Proposals to Provide Management Services for Both Fixed Route and Demand Response Services was held on September 7, 2017 at the GATRA Administrative Office located at 10 Oak Street, Taunton, MA. The following are answers to questions raised at the meeting by potential proposers as well as any questions received by GATRA subsequent to that meeting. Attached are requested documents.

Please note the due date for the submission of proposals to the Request for Proposals has been extended to 2:00pm October 12, 2017.

Clarification 1: Proposers are expected to submit an overall operational plan for GATRA to review as well as a location for providing maintenance in the eastern region. It was stressed by GATRA that the overall response from proposers will be evaluated on the comprehensive nature of the operating plan as well as the proposal to provide ongoing preventative maintenance of the GATRA vehicles. Proposers are advised to put considerable effort into clearly detailing how those aspects of daily operations will be completed.

1. How will costs reimbursed? *This will be a cost plus contract, all costs incurred to operate the services listed will be reimbursed by GATRA. The current payment schedule consists of payment transfers twice per month to cover eligible expenses. Attached is a breakdown of the total operating cost for FY2017 for the various services noted herein. This includes all operating costs incurred by GATRA to operate the noted services.*
2. When is the contract expected to start and what is the term? *GATRA is looking at a February 1, 2018 start and the contract would be for a term of five years ending June 30, 2023.*
3. What is the term of the current contract with the ATU for the Attleboro/Taunton staff and who is the contract between? *The current contract dated October 31, 2016, which is between Professional Transit Management of Attleboro and A.T.U. Local #1547, is in effect through June 30, 2019 and for one (1) year terms thereafter.*
4. What is the current management fee? *The fiscal year 2017 management fee the Attleboro/Taunton operations is \$178,822*
5. What are the current wages? *Please see attached*
6. Due to potential conflicts, does the general manager need to be named in the proposal? *Yes*
7. Is Exhibit 2 for the Management Fee only? *Yes and is detailed on the revised Exhibit 2 attached.*

8. Does the management fee include all required personnel needed to run the contract including the general manager's salary as well as profit? *The management fee should include all the items noted on the attached Exhibit 2 form. If you feel additional staff is needed as part of the management fee, this should be detailed in your proposal as well.*
9. Are all building costs paid by GATRA? *Yes*
10. Are all vehicles costs paid by GATRA including but not limited to insurance, gas, repairs, etc.? *Yes*
11. Is all software provided by GATRA? *Yes*
12. Does common ownership of corporations satisfy the three year experience? *Yes*
13. Is payroll and benefits advanced by GATRA including Workers Compensation Insurance? *Yes*
14. Are there any financials available? *Please note the attached breakdown of overall operating costs from fiscal year 2017 for the services to be provided.*
15. Can we have copies of the last twelve months of management billing or relevant billings for the Wareham, Plymouth, Attleboro, and Taunton operations that are listed in the RFP? *Please note the attached breakdown of overall operating costs from fiscal year 2017 for the services to be provided.*
16. Please provide the names of both companies providing the transportation services in Plymouth and Wareham and current physical locations of their facilities. *Plymouth & Brockton St. Railway Co. is the current operator of fixed route in the Plymouth area and is located at 8 Industrial Park Road, Plymouth, MA. Bill's Taxi Service is the current operator for fixed route service in the Wareham area as well as the demand response operations in Plymouth and Wareham. Their facility is located at 3227 Cranberry Hwy, Wareham, MA.*
17. Please provide the number of vehicles that are utilized in the Plymouth and Wareham services? *This information is located in the RFP under service descriptions.*
18. Please provide the days of week and operating hours of the Plymouth and Wareham services? *This information is located in the RFP under service descriptions.*
19. Are the operators of the Plymouth and Wareham services members of the ATU Local 1547? *The Wareham fixed route and demand response for Wareham and Plymouth, operated by Bill's Taxi is non-union. The Plymouth fixed route bus service operated by P&B is ATU Local 1548.*
20. Under Proposal Content questions 2, 4, and 7 ask for similar information, can these responses be combined? *Sections 2 and 4 can be combined, please answer 7 separately.*

Attachments:

1. Pre-Proposal Meeting Sign in Sheet
2. Revised Exhibit 2
3. Operating Cost Breakdown
4. Current Wages

Pre-Proposal meeting - Management Services
9/17/2017 100M

<u>Name</u>	<u>Company</u>	<u>Email Address</u>
Lars Krossling	Krossling Transit	LKrossling@KrosslingTransit.com
Tom Arrighi	Beck's Taxi	tarrighi@DUMetro.com
Mike Arrighi	Bill's Taxi	
Robert Lawson	P & B	RLawson@P-B.com
Jina Karshant	Transdec	Tina.karshant@transdec.com

EXHIBIT 2
MANAGEMENT FEE - COST PROPOSAL BREAKDOWN

	Year 1	Year 2	Year 3	Year 4	Year 5
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023

Resident Manager:

Salary					
Benefits					
Statutory					
Pension					
Health/Welfare					
Subtotal					

Assistant Resident Manager: (Optional)

Salary					
Benefits					
Statutory					
Pension					
Health/Welfare					
Subtotal					

Expenses:

Automobile					
RGM Relocation					
Travel					
Dues & Subscriptions					
Other					
Subtotal					
Total Fee					

Operating Costs (including management fees) by Service

Service	Area	Operating Cost for FY2017
Demand Response	Plymouth	\$709,000
	Wareham	\$495,500
	Attleboro/Taunton	\$3,128,000
Fixed Route	Duxbury/Marshfield	\$562,500
	Plymouth	\$1,071,000
	Wareham	\$584,100
	Attleboro/Taunton	\$3,128,000

ARTICLE 13 – WAGES

Employees in the above listed classifications will receive a wage increase based upon the following schedule. Hourly rates of pay for each classification shall be as follows:

	7/1/16	1/1/2017	7/1/2017	1/1/2018	7/1/2018	1/1/19
FT Bus Operator	\$21.77	\$22.10	\$22.43	\$22.77	\$23.11	\$23.57
PT Bus Operator	\$21.77	\$22.10	\$22.43	\$22.77	\$23.11	\$23.57
FT DAR Operator	\$19.58	\$19.87	\$20.07	\$20.37	\$20.68	\$20.99
PT DAR Operator	\$19.58	\$19.87	\$20.07	\$20.37	\$20.68	\$20.99
Monitor	\$18.62	\$18.90	\$19.09	\$19.38	\$19.67	\$19.97
FT DAR Office Support	\$19.17	\$19.46	\$19.66	\$19.96	\$20.26	\$20.56
PT DAR Office Support	\$19.17	\$19.46	\$19.66	\$19.96	\$20.26	\$20.56
FT Utility	\$18.10	\$18.37	\$18.55	\$18.83	\$19.11	\$19.40
PT Utility	\$18.10	\$18.37	\$18.55	\$18.83	\$19.11	\$19.40
Foreman	\$31.59	\$32.06	\$32.54	\$33.03	\$33.53	\$34.20
FT Mechanic	\$24.97	\$25.35	\$25.73	\$26.12	\$26.51	\$27.04
PT Mechanic	\$22.01	\$22.34	\$22.68	\$23.02	\$23.37	\$23.84
Inventory Parts	\$23.60	\$23.95	\$24.19	\$24.55	\$24.92	\$25.29

The rates for new employees hired prior to October 31, 2016 shall be \$1.50 less than the regular rate for that position, during the first year, and \$0.75 less than the regular rate for the position during the second year. The employee will receive the full hourly rate of pay for the classification they are in, upon reaching their two-year anniversary date.

Effective October 31, 2016, the rate for all new employees shall be:

Starting to 12 months - \$2.00 less the regular rate for that position

13 months to 24 months - \$1.50 less the regular rate for that position

25 months to 36 months - \$1.00 less the regular rate for that position

The employee will receive the full hourly rate for the classification they are in, upon reaching their three year anniversary date.

Instruction pay: the Company will develop the criteria for selection and outline the duties and responsibilities for Operations to serve as Instructors and confer with the Union regarding the criteria, duties and responsibilities. Operators who desire to serve in this role must apply in writing to the Company for consideration. Employees will be paid an additional \$1.00 per hour for each hour working as an Instructor.

Cross training any Dial A Ride employees who have a class B license with passenger and airbrake endorsement who is willing to drive Transit fixed route and learn all the routes will be paid the dial a ride rate for training and the fixed route transit rate of pay when driving fixed route.

