

*****ADDENDUM THREE*****
RFP to Operate Transportation Services
in the Mansfield and Franklin Areas
May 9, 2016

This addendum will answer questions received in writing by potential proposers to date.

Please provide service statistics for all services. *Attached*

Is it anticipated the annual service hours in any category of service will increase or decrease over the term of this contract? *GATRA does not foresee any change in service over the term of the contract.*

What company/companies operates each service outlined currently? *Mansfield services are operated by Bill's Taxi Service, Franklin/Norfolk area services are operated by Kiessling Transit Service*

How many years has the existing contractor held this contract including extensions? *Both contractors have been under the most recent contract for seven years.*

How long are the contracts anticipated to last? 3 years with options to renew etc or is it open ended? *Contracts are one year with options to renew for four additional years.*

Would the services begin on an exact date and if so what is the exact/anticipated start date for each of the 6 service types? *Services are ongoing now, GATRA expects the new contractor to assume operation on July 1, 2016.*

Does the authority provide vehicles for all 6 services as outlined or will the firm be responsible for providing any vehicles? (It is clear in the RFP that the "FAB" and "Tri Town Connector" will have vehicles provided by the authority, but not clear for the other services.) *GATRA provides the vehicles to operate advertised services and has provided a list of the vehicles attached.*

For vehicles provided by the authority for any of the services, are the costs for maintenance billed to the authority or does the selected contractor pay for those maintenance costs? *The Contractor would be responsible for preventative maintenance costs for GATRA owned vehicles to be used in service. Any large maintenance items would need to be authorized by GATRA and would be reimbursed.*

Is the proposer required to bid on all of the services outlined, or can they bid on some but not all of the services? *It is GATRA's goal to award all services to one contractor, however, after reviewing the proposals, GATRA may choose to award individual services to multiple contractors if GATRA finds this is in the Authority's best interest.*

For the cost proposal, there is a request for a cost for each service type (6 services) and then a final request for cost for all services. Should the firm selected perform all 6 services, which rate will they be expected to bill at? If selected for some but not all the services, would the firm use the individual service rates? *If the successful proposer is awarded all services the total rate would be charged and individual rates would be charged if chosen to perform some services.*

Please provide definition of revenue hour? *GATRA follows the definition provided by Federal Transit Administration for revenue service.*

Please clarify if the on-demand service is "Gate-to-Gate" or "First Pick-up to Last Drop-off". If first pick up to last drop off, do the revenue hours begin at the first pick-up, even if that pick up is a no show? *For invoicing purposes "Gate-to-Gate".*

Please provide a listing of any liquidated damages charged or incentives earned over the past 12 months. Please clarify if the liquidated damages listed in the RFP differ from the current contract. *Any liquidated damages charged over the past 12 months do not pertain to this solicitation. GATRA contracts do not provide incentives. The liquidated damages in current contracts are attached.*

Please confirm that there is not a DBE goal established for this contract. *There is no DBE goal for this particular contract, however GATRA encourages the use of DBEs when available to assist us in attaining our overall goal.*

Please provide copies of the last three months of management reports from the Contractor. *GATRA receives only service reporting from the current contractors.*

Please provide copies of the last three months of invoices from the Contractor. *Not pertinent to the solicitation.*

For fixed route service, please clarify if billable time continues past scheduled hours on the last trip due to exterior factors (traffic, weather, incidents, etc.) *Yes*

During the transition, how many vehicles will be made available to the incoming contractor to perform training? *If necessary, GATRA can provide one vehicle for training.*

Please provide detailed information for each Fixed Route to help with blocking and scheduling. Please include deadhead hours and miles, number of buses currently used on each route, pull-out and return to yard times, etc. *Each fixed route is operated with two vehicles, for all other information please refer to the schedules provided.*

Please provide the last OD reading and date of last engine and/or transmission replacement/rebuild. *Not available.*

Are recap tires allowed to be used? *No*

Are tires currently leased or purchased? *Purchased*

Please provide last four PMI inspection dates and mileages. *Not pertinent to solicitation*

Please provide copies of most recent engine oil and other fluid sampling analysis for fleet. *Not pertinent to solicitation*

Please provide current listing of GATRA owned shop equipment and will this equipment be available for use by the contractor? *GATRA will provide two portable CEFAC lifts with a 64,000 pound lifting capacity.*

Please advise of turnover procedures for assigned fleet, how will defects be repaired/resolved, will a pre-inspection of the fleet be scheduled? *GATRA will work with the new contractor to ensure a smooth transition of the fleet.*

Please identify all components under warranty due to refurbish program. *Any items under warranty would be new equipment/vehicles only.*

Please identify current miles between failure goal and a 12 month record of results. *GATRA does not have an identified goal for mechanical failures.*

Please provide a list of the positions currently provided by the contractor for this operation. Please indicate whether these positions are 100% dedicated to this contract. *Proposers should review the service information provided and prepare staffing plans based on their analysis.*

Please provide a seniority list for the current employees for this contract, and indicate position, full-time or part-time, length of service, and current rate of pay. Also provide current benefits and co-pays. *This information will be discussed with the successful proposer.*

Are there any restrictions on how operators are relieved during the service day? *Please refer to your own operating policies as well as any applicable state and federal laws.*

Are the current drivers/employees part of a labor union? If yes, please provide a copy of the current labor agreement and the contact name and number for the union representative. *The current contractors do not have labor unions*

With regard to Section VI, would GATRA please clarify that the second sentence does not preclude negotiations with a selected bidder on contract terms and conditions. *GATRA will negotiate with the successful proposer on contract terms and conditions.*

Exhibit 1, Paragraph 12 includes Termination for Default with regard to a Construction Contract. Will there be provisions tailored for the nature of this Service Contract. *This is a federally required termination clause, it will be applied as it relates to the contract.*

Exhibit 1, Paragraph 14, provides that an appeal of a dispute decided by the GATRA Administrator will be decided by the GATRA Administrator. Would GATRA consider clarifying whether this is an appeal or a reconsideration, and if an appeal, whether this is the appropriate party to review a decision? *This is a federally required clause that does allow for arbitration if necessary.*

Attachments:
Service Statistics
Current Service Rates
Vehicle Listing
Liquidated Damages

Service Statistics

	Weekday			Saturday		
	Unlinked Passenger Trips	Revenue Vehicle Hours	Revenue Vehicle Miles	Unlinked Passenger Trips	Revenue Vehicle Hours	Revenue Vehicle Miles
Franklin FR Service	7,996	2,705	39,352	1,701	452	8,257
TriTown Connector	1,628	3,145	61,132	232	493	10,621
Mansfield Connection	10,113	5,434	41,483			
Mansfield Dial-a-Ride	9,729	4,639	41,220			
United Dial-a-Ride	17,001	11,091	135,371			
Long Distance Medical	960					
Foxboro Train	15,243	1,250				

Current Rates

Service	Current Rate Per/Hour Per/Vehicle
Mansfield Dial-A-Ride	\$41.75
Mansfield Connection	\$41.75
Foxboro Train Shuttle	\$41.75
United Dial-A-Ride	\$43.90
Franklin Area Bus	\$48.50
TriTown Connector	\$50.00
Miles for Health	\$43.90

VehicleID	ServiceLocation	Service Oprated	Vehicle Type	Year	Seating Capacity	Odometer Reading
1022	Mansfield	Mansfield DAR/Connection	Ford E350 CCI Phoenix Metro	2010	8	137,940
1157	Mansfield	Mansfield DAR/Connection	Ford E350 Starcraft Allstar	2012	12	126,370
1160	Mansfield	Mansfield DAR/Connection	Ford E350 Starcraft Allstar	2012	12	90,170
1269	Mansfield	Mansfield DAR/Connection	Ford E450 Elkhart ECE4	2013	16	63,047
0945	Franklin	Franklin Area Bus	Ford E450 Starcraft Allstar	2010	16	153,370
1273	Franklin	Franklin Area Bus	Ford E450 Starcraft Allstar	2013	16	74,477
1271	Norfolk	TriTown Connector	Ford E450 Starcraft Allstar	2013	16	124,030
1026	Franklin, Foxboro, Norfolk, Wrentham	United DAR	Ford E350 CCI Phoenix Metro	2010	8	119,981
1154	Franklin, Foxboro, Norfolk, Wrentham	United DAR	Ford E450 Starcraft Allstar	2012	16	104,202
1237	Franklin, Foxboro, Norfolk, Wrentham	United DAR	Ford E-350 CCI Phoenix Metro	2013	8	70,099
1238	Franklin, Foxboro, Norfolk, Wrentham	United DAR	Ford E-350 CCI Phoenix Metro	2013	8	81,752
1440	Franklin, Foxboro, Norfolk, Wrentham	United DAR	Ford E350 CCI Phoenix Metro	2014	8	55,170
1441	Franklin, Foxboro, Norfolk, Wrentham	United DAR	Ford E350 CCI Phoenix Metro	2014	8	50,474
1442	Franklin, Foxboro, Norfolk, Wrentham	United DAR	Ford E350 CCI Phoenix Metro	2014	8	40,902
1648	Franklin, Foxboro, Norfolk, Wrentham	United DAR	Ford E350 CCI Phoenix Metro	2016	8	13,317

EXHIBIT 2

LIQUIDATED DAMAGES

It is agreed between the parties that damages for breach of certain provisions of this Contract would be difficult to ascertain and that liquidated damages should be employed to compensate the Authority for damages caused by such breaches. It is also agreed between the parties that this contract shall continue until terminated according to the appropriate provisions of the contract and that employment of this liquidated damage provision of itself shall not be grounds for termination of this Contract.

Liquidated Damages are as follows:

1. FAILURE TO WASH AND CLEAN VEHICLE:
Twenty-five (\$25.00) Dollars per breach, per vehicle.
2. FAILURE TO AFFIX AUTHORITY'S LOGO:
Twenty-five (\$25.00) Dollars per breach.
3. FAILURE TO SUBMIT REPORTS UNDER SECTION II, PARAGRAPH "K":
Twenty-five and 00/100 (\$25.00) Dollars damage for each report not submitted on a timely basis, or if the submitted report is inaccurate or if the submitted report is incomplete, provided that the total failure to provide reports is a substantial breach of contract for which the Authority may terminate contract.
4. FAILURE TO REPORT MOTOR VEHICLE ACCIDENTS ON A TIMELY BASIS IN ACCORDANCE WITH SECTION II, PARAGRAPH "O":
One hundred (\$100.00) Dollars per breach.
5. FAILURE TO REPORT OPERATIONAL PROBLEMS UNDER SECTION II, PARAGRAPH "P":
Five hundred and 00/100 (\$500.00) Dollars per breach. This amount will be deducted if services are not provided for any one day as described in Exhibit 1. If missed trips occur due to mechanical or other operational failure, or driver non-adherence to schedule a damage claim of forty 00/000 (\$40.00) dollars per missed scheduled trip will be assessed by GATRA. Repeated failures by the Contractor to perform the service as described in Exhibit 1 will result in termination of the contract under Section IV, Paragraph "K".