

**GREATER HARTFORD TRANSIT DISTRICT
GHTD RFP #05-020
ADA PARATRANSIT MANAGEMENT SERVICES**

**ADDENDUM #3
March 11, 2020**

The Request for Proposal (RFP) is modified/clarified as set forth in this Addendum. The original RFP Documents remain in full force and effect, except as modified/clarified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its proposal.

Proposals are due on or before 2:30pm EST., Wednesday, March 25, 2020 at the District offices located at One Union Place, Hartford, CT.

The following requests for clarification were submitted:

1.) **Question: Can we please have a copy of the contract with First Transit and also last 3 months of invoices?**

Answer: Please see RFP 05-020 Addendum 3 – Attachments 1-5.

2.) **Question: In light of the changes to Connecticut's FMLA law, and in understanding that employees will be compensated for leave beginning in 2022, would the District consider revisiting negotiated rates once the effects of this law are understood within the day to day operations?**

Answer: Yes.

3.) **Question: Would the District consider waiving the requirement for an IT Manager resume within the RFP? In consideration to the specialized nature of this position, we want to ensure we have sufficient time to recruit and hire an ideal candidate for this position. In lieu of a named candidate and resume, would the District accept a description of the skills and experience we envision necessary for this position (to be hired previous to contract start)?**

Answer: Yes, but it is essential that a salary be calculated into the cost proposal.

4.) **Question: Article 25 of the current CBA states the below:**

“The wage rates above are collapsed for the intentional purpose of eliminating a tiered wage structure by 4/1/20. After the 4/1/20 wage rates go into effect, it is understood between the parties, that a “wage progression” structure has been adopted, therefore

eliminating the previous “tiered” wage scale. The operation of the wage progression has not been determined, and it is agreed that such determination shall be negotiated in the next agreement.”

Understanding the anticipated change of operators’ compensation level and wage increase schedule, and in favor of ensuring labor peace and ability to hire and retain qualified operators, would the district consider a revision to the contract based on the results of these negotiations?

Answer: Yes.

5.) Question: Does the district have an anticipated finalization date for the transition of the on-site fuel tank from diesel to gasoline? This date will help to accurately staff utility technicians to accommodate for the increase in vehicles to be fueled outside of revenue service.

Answer: Our best estimate is March 2021.

6.) Question: Are there a total number of training hours required for operators within this contract? Please provide total classroom, behind-the wheel and cadet hours required.

Answer: This is to be determined by the bidders.

7.) Question: Please confirm that the following do not count toward the 50-page limit:

- **Cover letter**
- **Table of Contents**
- **General Information Form**
- **Tabs to separate sections**
- **Required attachments such as:**
 - **Audited Financial Statements (5 years)**
 - **Claims Summary (5 years)**
 - **Detailed Resumes for all Key Personnel**
 - **Detailed Transition/Start Up schedule**
 - **Reasonable Suspicion Training Materials**
 - **Drug and Alcohol Policy**
 - **Affirmative Action Plan**
 - **Safety Plan**

Answer: These will not count toward the 50-page limit.

8.) **Question:** May proposers include additional non-required attachments/appendices, such as brochures on technology tools, reference letters, and additional detail on operational policies/procedures that do not count toward the page limit?

Answer: Yes, as long as they are relevant. Please keep these attachments separate and label appropriately.

9.) **Question:** Would the District consider removing or modifying the below language from contract? As a publicly traded entity, audited financial statements are available for the company as a whole, but not for individual operations.

“Operator will employ at its own cost an independent certified public accountant who will issue audited financial statements reflecting Operator's operations under this Agreement within ninety (90) calendar days of the end of District's fiscal year (July through June). The Operator will submit copies of these audited financial statements to the District promptly upon their issuance. Operator will establish and maintain all expenditures incurred by it with respect to the performance of its obligations under this Agreement, and keep and maintain any other relevant financial records or documents.”

Answer: The District has agreed to modify the language to read as such:

“Operator will employ at its own cost an independent certified public accountant who will issue audited financial statements reflecting Operator's operations under this Agreement within ninety (90) calendar days of the end of District's fiscal year (July through June), and the Operator will submit copies of these audited financial statements to the District promptly upon their issuance; provided, however, that if the Operator is an entity (or is wholly owned by an entity) whose stock is traded on the New York Stock Exchange or another nationally recognized stock exchange, in lieu of such audited operations statement, Operator shall deliver to the District, within thirty (30) days after request by the District, a copy of the certified and audited financial statement of the Operator (or its parent) for the fiscal year of the Operator (or its parent) most recently ended, prepared by an independent certified public accountant; provided, further, however, that if such fiscal year ended less than 90 days prior to the District's request and such financial statement has not yet been issued, Operator shall deliver within such thirty (30) day period such financial statement for the fiscal year immediately preceding the fiscal year most recently ended, and deliver such financial statement for the fiscal year most recently ended no later than 90 days after the last day of such fiscal year.

10.) **Question:** Would the District please provide the required pricing pages in an excel format?

Answer: No.

11.) **Question:** Please confirm that GHTD will continue to pay for "deep clean" of the facility as they currently do?

Answer: This task will become a part of the Building Maintainer's responsibilities.

12.) **Question:** Please confirm if the contractor will continue to be responsible for the cost of the below items within the new contract:

- Diesel additive
- Bus wash soap
- Annual environmental assessment of fuel tank
- Annual diagnostic upgrade for GM and Ford vehicles
- Annual fire extinguisher inspection
- Waste disposal

Answer: The contractor will be responsible for ordering the supplies and being sure that the tasks are performed as required. The costs may then be passed back to the District as long as proper documentation is furnished.

13.) **Question:** Would the District allow for proposers to utilize Taxi or TNC subcontractors in non-dedicated vehicles within this contract?

Answer: Not at this time.

End of Addendum 3