



Capital Area Transportation Authority
4615 Tranter Street
Lansing, MI 48910

**AMENDMENT NO. 1 TO
PARATRANSIT DEMAND RESPONSE SERVICES
(a) ADA Complementary Spec-Tran Services and
(b) Supplemental Services for Rural Areas**

1. AMENDMENT NO: 1	2. SOLICITATION NO: RFP 2022-133	3. SOLICITATION NAME: PARATRANSIT DEMAND RESPONSE SERVICES	4. AMENDMENT DATE: AUGUST 23, 2022
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5. ISSUED BY

Capital Area Transportation Authority
Purchasing and Contracts Department
4615 Tranter Street
Lansing, MI 48910

6. DESCRIPTION OF AMENDMENT:

The following documentation has been attached to this Amendment:

1. Deadline Extended for Written Questions Due to CATA

Due to technical difficulties with the phone system at the start of the pre-proposal meeting held on August 23, 2022, CATA will extend the date for the written questions through Friday, August 26, 2022. Written questions must be emailed to nwilson@cata.org by 9:30 A.M. Eastern Time.

2. Electronic Submission via Email of Proposals

CATA will accept ELECTRONIC SUBMISSIONS via email for this Solicitation. Please read the directions below for how to electronically submit your proposal:

- A. All bidders should submit their proposal via email to nwilson@cata.org, and the subject line must state:
- i. PROPOSAL SUBMISSION – RFP 2022-133 – PARATRANSIT DEMAND RESPONSE SERVICES

PRIOR TO SUBMITTING, please ensure you have all the required documents attached in Word, Excel, or Adobe Acrobat format ONLY.

- 1. Failure to attach the required documents will cause your submission to be declared NON-RESPONSIVE.
- 2. BIDDERS are still required to complete and submit the proposal forms as specified in the solicitation.

- ii. Do not copy any other CATA employee on the email of your Electronic Submission, as we want to ensure that the integrity of the process is maintained.
- iii. Emails sent to other email addresses may be considered NON-RESPONSIVE and not considered during the proposal review.
 - a. All emails must be received by 12:00 P.M. Eastern Time on Thursday, October 6, 2022. Emails received at 12:01 P.M. Eastern Time or later, will be considered late submissions and deemed NON-RESPONSIVE.
 - b. CATA email accepts up to 50MB, it is the vendor's responsibility to ensure that their proposal do not exceed 50MB.
 - c. Vendors will receive an email confirmation from CATA that their proposal has been received.
 - d. Please note, **this is NOT a permanent policy change** and electronic submissions will not be accepted unless expressly directed within the Specified Solicitation by CATA.
 - e. Ensure you have Up-To-Date Information Regarding this Solicitation; Please visit www.cata.org.

3. Revised Submittal Checklist Attached

4. All other terms and conditions remain unchanged.

PLEASE NOTE: Contractor is required to sign this document and return it with the bid/proposal/quote.

NAME / TITLE OF OFFEROR (Type or Print)	COMPANY NAME
(Signature of person authorized to sign)	(Date Signed)



Capital Area Transportation Authority
PARATRANSIT DEMAND RESPONSE SERVICES
(a) ADA Complementary Spec-Tran Services and
(b) Supplemental Services for Rural Areas

Request for Proposal – Project # 2022-133

SCHEDULE OF ACTIVITIES

RFP Released:	August 9, 2022
Written Questions Due to CATA:	August 18, 2022 August 26, 2022 @ 11:00 A.M. 9:30 A.M. Eastern Time
Pre-Proposal Meeting: Please refer to Section I-I, Pre-Proposal Meeting for additional details.	August 23, 2022 @ 10:30 A.M. Eastern Time
CATA's Responses to Questions Released:	September 8, 2022 September 13, 2022
Number of Proposals Electronic Submission via email (See Amendment 1 for directions) and Due Date:	Submit three (3) proposal copies and one (1) electronic ("PDF") copy on CD/DVD or flash drive Electronic Submission via email by 12:00 P.M. Eastern Time on October 3, 2022 October 6, 2022
Anticipated Award Date:	December 2022

Released on: August 9, 2022

The term of the proposed contract will commence on April 1, 2023 and continue for a period of three (3) years, through March 31, 2026. CATA shall thereafter have two (2), one-year options to extend the contract term.

I-F Contract Extension

CATA reserves the right to extend the term of any contract resulting from this RFP as outlined above. Any extension will be in writing and must be mutually agreed to by both CATA and the Primary Contractor.

I-G Type of Contract

CATA reserves the right to award without scheduling a pre-proposal meeting or providing a short-list of Contractors or hold short-list interviews or presentations. The award of this solicitation will result in a Fixed Rate Contract.

I-H Questions/Explanations/Changes to the RFP

It is the desire of CATA to provide the same information to all interested parties to ensure fairness and impartiality in the procurement process. To that end, CATA will not respond to telephone inquiries or personal visits. Visitation by respondents or their representatives may be made to CATA only at the pre-proposal meeting, if held. All questions or request for further explanation or interpretation are to be submitted in writing. Submit written questions or inquiries (via U.S. postal service or e-mail) to the CATA Purchasing & Contracts Department at the address indicated in Section I-A above no later than the date and time indicated on the Schedule of Activities above. Any changes made to this RFP, in response to the questions or concerns raised in any scheduled pre-proposal meeting or through correspondence received by CATA prior to the pre-proposal meeting, will be put in writing to all firms attending any scheduled pre-proposal meeting or otherwise indicating an interest in this project and posted on CATA's website by the date stated on the above Schedule of Activities page. No changes will be made in the RFP after such changes/answers are distributed.

I-I Pre-Proposal Meeting

See *Schedule of Activities* page above for date and time of any Pre-Proposal Meeting scheduled for this RFP. The purpose of this meeting is to discuss with prospective contractors the work to be performed and to answer questions about this RFP. The pre-proposal meeting is informational only; vendor attendance is not mandatory. However, interested vendors are strongly encouraged to attend. For those that are not able to attend the pre-proposal meeting; a conference line will be available to call in. This option will be available for any potential respondents who are unable to attend the meeting in-person.

The pre-proposal meeting will be held at CATA's Administration Building at 4615 Tranter Street, Lansing, MI. Visitors will not be allowed to park on the street due to road construction. All visitors should park in the employee parking lot (the gates will be open) located at the north end of the building.

10:30 A.M. - 11:00 A.M. Vendors will be allowed to tour CATA vehicles.

11:00 A.M. - CATA will start the meeting at this time in the Board Room. For those that cannot attend, please use the call-in information below:

- Dial-in Number: (517) 999-6011
- Access Code: 924705

I-J Proposals

To be considered for award, each respondent must submit a complete response to the RFP, using the designated format (if any) and accepting the requirements of Sections II and III below. Proposals are to be submitted only to CATA. No other distributions of proposals are to be made. An official authorized to bind the respondent to the proposal must sign the proposal in ink. Submission of a proposal shall bind the respondent to all provisions of the proposal, including costs, for a period extending not less than one hundred eighty (180) days following the Proposal Due Date, which is stated in the Schedule of Activities above. Submit the number of proposal copies per the directions indicated on the *Schedule of Activities* page above. Proposals, including pricing schedules, must be submitted to CATA by the time and date set as the Proposal Due Date indicated on the *Schedule of Activities* page above. The respondent is solely responsible for the timely delivery of the proposal to CATA. Except as provided below, late proposals will not be considered.

Late proposals which are received after the Proposal Due Date may be considered, if the respondent establishes to CATA's satisfaction within five (5) days of the Proposal Due Date that the delay was due to an independent event outside the control of respondent, such as acts of God or the public enemy, war, national emergency, labor strikes, ~~the failure of the U. S. Postal Service to deliver first class, registered, or certified mail within five (5) days, or the failure of a national courier service recognized by CATA to deliver as guaranteed or specified. CATA will require documentation to excuse late delivery, including, but not limited to, signed statements or affidavits, postmarks, original postal receipts, courier receipts, and shipment tracking logs in a form satisfactory to CATA.~~ All proposals submitted in response to this RFP will become the property of CATA and will not be returned to the respondent. CATA does not agree that any

information submitted by a proposing firm/organization will be kept confidential (regardless of whether a vendor marks it as such). All potential proposing firms/organizations are hereby put on notice that CATA may be required to release proposal information after the contract award pursuant to the Michigan Freedom of Information Act or other applicable law.

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I-K Proposal Requirements

Proposing firms/organizations shall include a detailed proposal. Emphasis should be on completeness and clarity of content. Proposing firms/organizations are expected to examine the specifications, standard provisions, and all instructions and requirements of this RFP and respond accordingly. The apparent silence of any specification or detail or the apparent omission of any detail concerning any point shall be regarded as meaning only that the best commercial practice is to prevail. CATA reserves the right not to consider any proposals deemed non-responsive to the requests in this RFP.

Proposals shall be submitted electronically via email ~~in binder format with tabs labeled~~. Respondent technical proposals will contain, at a minimum, the information indicated below:

ATTACHMENT A

SUBMITTAL CHECKLIST FORM

All forms/certifications below **MUST** be completed and included when you submit your proposal. Failure to submit the requested documents could result in determining the submission as non-responsive and rejected.

- ~~Three (3) copies with one (1) electronic copy of the proposal package~~ Electronic Submission of Proposal
- Signed and complete Lobbying Certificate
- Signed and completed Iran Economic Sanctions Act Certificate
- Signed and completed Certification of Primary Contractor Regarding Debarment & Suspension
- Signed and completed Certification of Lower-Tier Participants (Sub-contractors) Regarding Debarment & Suspension
- Signed and completed Submittal Checklist Form
- Signed and completed Supplier Information Form
- Signed and completed Reference Form
- Signed and completed Pricing Form
- Certificate of Insurance
- Signed and completed Amendment(s) (as issued)

Please Note: This bid package and any amendments are available at www.cata.org. Please continue checking the website for any updates or amendments.

Bidder: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.