



Capital Area Transportation Authority  
4615 Tranter Street  
Lansing, MI 48910

**AMENDMENT NO. 1 TO  
COMPREHENSIVE OPERATIONAL ANALYSIS (COA)**

1. AMENDMENT NO: 1	2. SOLICITATION NO: RFP 2025-157	3. SOLICITATION NAME: COMPREHENSIVE OPERATIONAL ANALYSIS (COA)	4. AMENDMENT DATE: MARCH 20, 2025
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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. CATA responses to vendor questions.
2. Please note Attachment F, Bidders List Data Form has been included. This form must be completed and returned with your proposal.
3. 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)



March 20, 2025

Capital Area Transportation Authority Request for Proposal 2025-157  
Comprehensive Operational Analysis (COA)  
CATA Responses to Vendor Questions

## VENDOR QUESTIONS AND CATA'S RESPONSES:

- 1. Which firm conducted the previous survey of this type and when was it conducted? Please provide the budget, questionnaire, and final report for this effort.**

The last COA was completed in 2007 by Perteet. Due to the scope of work for the current project being different, the budget, questionnaire and final report have not been included.

- 2. What is the contracting budget for this year's project?**

Each vendor should propose their best fixed rate pricing based on the scope of work.

- 3. In efforts of identifying partner firms, is there a plan holders/bidders list or something similar available?**

No.

- 4. Is any firm proposing as a prime interested in partnering with a subcontractor who focuses on public transit surveys around the country? If so, please reach out to [bridget.courneya@etcinstitute.com](mailto:bridget.courneya@etcinstitute.com).**

This is not a question for CATA to respond to.

- 5. To facilitate this, we were hoping to inquire about the availability of a list of interested parties/consultants who have expressed interest in or requested the RFP documents. We understand that this information may be subject to confidentiality, and we are happy to comply with any necessary procedures. If a full list is not available, would you be able to advise on the best way to connect with potential bidders?**

CATA does not maintain a public procurement portal for bidders to register their interest. The recommendation would be to reach out directly to consultants or vendors in the industry or through public online search platforms.



**6. Are CATA buses equipped with automated passenger counters (APCs) for the collection of stop-level ridership data?**

Yes.

**7. Can you provide any information on the available budget and funding sources for this project?**

Each vendor should propose their best fixed rate pricing based on the scope of work.

**8. As part of the data collection and analysis, what operational data will be available for use (APCs, farebox data, AVLs) and what would need to be collected as part of this effort?**

CATA can provide APC passenger information, farebox data, and trip information.

**9. Is this data collected and available across all CATA services?**

Yes.

**10. Outreach: Can CATA please provide clarity on level of staff involvement and type of survey(s) desired?**

CATA staff will work in tandem with the consultant to support survey development and distribution but expects that the consultant should be prepared to lead survey execution, if warranted. The consultant should propose a methodology that includes both in-person and digital survey methods to ensure broad public and stakeholder input.

**11. Outreach: Can CATA please explain further "in-person workshops" for public outreach? Must all public meetings/events be in-person or are you open to virtual meetings?**

CATA anticipates that key stakeholder and public meetings may require an in-person component, but the consultant should propose a flexible approach incorporating virtual options as needed.

**12. Plan/Budget Scenarios: Can CATA please explain the requested "±0%, ±5%, ±10%" budget scenarios and how many total plan scenarios are desired? (Is it -10%, -5%, 0%, 5%, and 10% ?)**

The intent is for vendors to evaluate multiple budget scenarios to ensure flexibility in service planning. The consultant should analyze service recommendations for at least three budget scenarios: baseline (0%), moderate adjustment (-5% and +5%), and significant change (-10% and +10%).



- 13. Fare structure evaluation: Is this intended to support the service plan and any increased regional transit integration, or is CATA seeking a full, independent fare structure and policy analysis?**

The fare structure evaluation is intended to support service planning and potential regional transit integration. CATA is not seeking a full, independent fare policy overhaul but expects recommendations aligned with service changes.

- 14. Budget: To ensure our approach aligns with CATA's expectations and available resources, can CATA please share the anticipated budget or budget range allocated for this project?**

Each vendor should propose their best fixed rate pricing based on the scope of work.

- 15. What is the not-to-exceed budget range for this project?**

Each vendor should propose their best fixed rate pricing based on the scope of work.

- 16. Has a date or date range for interviews been established? Will interviews be conducted virtually or in person?**

No date range has been established.

- 17. Are there meetings or activities that must be conducted in person (rather than virtually)?**

CATA anticipates that key stakeholder and public meetings may require an in-person component, but the consultant should propose a flexible approach incorporating virtual options as needed.

- 18. What, if any, data will CATA be able to provide with respect to this engagement? (For example, survey data, on-time performance data, stop-level boarding and alighting data, etc.)**

CATA can provide APC passenger information, farebox data, and trip information.

- 19. To ensure our proposal is aligned with your expectations, could you please share the anticipated budget or relevant details for this project?**

Each vendor should propose their best fixed rate pricing based on the scope of work.

- 20. Are there specific languages outlined within the existing Title VI plan that need to be accommodated in public participation and hearings?**



Please see the following webpages for guidance on CATA's Title VI policies.

<https://www.cata.org/Rider-Information/Translated-Vital-Documents>

<https://www.cata.org/Rider-Information/Customer-Experience/Your-Rights-and-Title-VI>

**21. How many stakeholder outreach and engagement events are anticipated throughout the duration of the project?**

CATA anticipates at least two phases of engagement: initial input, and reactions to final recommendations. Both phases should involve multiple events. The consultant should propose an engagement schedule that ensures meaningful participation.

**22. Do you have standard locations that you use for stakeholder outreach and engagement? Will the respondent be responsible for identifying locations for engagement?**

CATA has established locations for public engagement, including transit centers, municipal buildings, and community centers. CATA will work with the consultant to ensure diverse stakeholder involvement.

**23. Is there an existing or desired process for online or hybrid participation?**

CATA expects that the consultant will propose a flexible approach incorporating virtual options as needed.

**24. How would you characterize your APC data? Does it capture ridership such that it could provide average weekday, ridership by trip, ridership by stop for all fixed route services?**

Yes, the APC data captures ridership.

**25. When was the last TDP study performed and who completed it?**

The last COA was completed in 2007 by Perteet.

**26. Do you want the Connector, Limited, Lot Link, Night Owl services examined as part of this project?**

Yes.

**27. Are there specific EATRAN and Clinton Transit routes/services that should be examined in this project? Are there other regional partners aside from EATRAN and Clinton Transit that should be examined?**



Yes, EATRAN operates regional connector services, the Charlotte Connector and the Grand Ledge Connector, which should be included in the analysis. Clinton Transit does not currently have a fixed route or flex route scheduled connection service but opportunities for the creation of regional connector style services to Clinton County should be considered. All said, CATA is open to regional connections and interactions with all neighboring communities and welcomes proposals that achieve that objective.

**28. For project references in which a state DOT-funded work was conducted for a transit agency, which entity's contact information do you want listed in the Reference Form?**

Please refer to Section I: Procurement Process (I-K Proposal Requirements and I-P Selection Criteria) and Attachment C (Reference Form).

**29. Do you want separate Reference and Pricing Forms for any subcontractor included in the proposal?**

Yes.

**30. For the Pricing Form, do you want hourly rates and hours for individual members of the proposing team? Or a single hourly rate for proposing team?**

A single hourly rate.

**31. Is there a maximum budget for the scope of work discussed? Would you be interested in seeing budget options (i.e., multiple Pricing Form options) based on the size of work proposed?**

Each vendor should propose their best fixed rate pricing based on the scope of work.

**32. Is there a budget range identified for this project that will be shared?**

Each vendor should propose their best fixed rate pricing based on the scope of work.

**33. Will CATA be providing data to support analysis efforts, including APC ridership data, CAD/AVL operational data, origin/destination paratransit data, origin/destination microtransit data, origin/destination demand-response (rural) data, ridership data by fixed-route, and any other necessary operational or ridership data?**

CATA can provide APC passenger information, farebox data, and trip information.

**34. Will EATRAN and Clinton Transit also be providing origin/destination data for their respective on-demand transit services?**



While CATA will coordinate with regional partners, availability of origin/destination data from EATRAN and Clinton Transit is not guaranteed.

- 35. Can CATA provide more clarification to the contract type “Fixed Rate Contract” and can CATA provide a more formal definition to Fixed Rate Contract type?**

This is a typo; the contract is a “Fixed Price.”

- 36. Pricing Form – does Attachment D require any additional supporting documentation?**

No.

- 37. Scope of Work Task 3 (Data Collection): Should the consultant plan to rely on current year ridership and operational performance data as provided by CATA, or does CATA expect that the consultant team will need to manually collect any such data?**

CATA’s current data sources should be sufficient to achieve the desired route-by-route and stop-by-stop data that the analysis will require.

- 38. Attachment D (Pricing Form) requests a single Hourly Rate by Task. Should this be shown as an average hourly rate (across all staff rates / categories)? Will the project be invoiced based on staff hourly rates? If so, should the respondents provide an hourly rate sheet to supplement the proposal?**

No additional/supplemental pricing will be considered in the evaluation process. The price proposal form must be filled out as requested in the RFP.

- 39. Attachment D (Pricing Form) includes a line item for Estimated Travel Expenses for in-person meetings, including the cost per meeting. Noting that there may be differing prices depending on the type of meeting (e.g., in-person workshop, in-person meeting with CATA staff, in-person meeting to present to Board members), can the respondents provide a proposed breakdown of travel expenses as a supplementary attachment?**

No additional/supplemental pricing will be considered in the evaluation process. The price proposal form must be filled out as requested in the RFP.

- 40. Attachment D (Pricing Form) can the respondents also add an additional line item for any other direct costs that are not for travel expenses (e.g., printed materials, meeting materials, web hosting, etc.)?**

No additional/supplemental pricing will be considered in the evaluation process. The price proposal form must be filled out as requested in the RFP.

# ATTACHMENT F

## BIDDERS LIST DATA FORM

CATA is required pursuant to 49 CFR Part 26(c) to create and maintain a comprehensive Bidders List. The information provided on this Bidders List Data Form will be used to determine the relative availability of Disadvantaged Business Enterprises (DBE's) and non-DBE's and will assist with establishing CATA's annual DBE goal. CATA's Bidders List is a compilation of bidders, proposers, quoters, sub-contractors, and suppliers of materials and services who have submitted bids during the advertising periods of a solicitation for services and/or goods.

Please provide the following information:

1. Firm Name: \_\_\_\_\_
2. Firm Address: \_\_\_\_\_  
\_\_\_\_\_
3. Firm Phone Number: \_\_\_\_\_
4. Name of firm's majority owner: \_\_\_\_\_
5. Title of firm's majority owner: \_\_\_\_\_
6. Race of firm's majority owner: \_\_\_\_\_
7. Gender of firm's majority owner: \_\_\_\_\_
8. Phone number of firm's majority owner: \_\_\_\_\_
9. Email address of firm's majority owner: \_\_\_\_\_
10. Age of Firm: \_\_\_\_\_ Years \_\_\_\_\_ Months
11. Provide North American Industry Classification System (NAICS) code(s) that best defines your firm:  
\_\_\_\_\_  
(NAICS code applicable to each scope of work the firm sought to perform in its bid)
12. Is the firm a certified DBE under Michigan's Department of Transportation (MDOT) Unified certification Program (UCP)? \_\_\_\_\_ Yes \_\_\_\_\_ No
13. For certified DBE's under the MDOT UCP is/are the NAICS code(s) above the NAICS code(s) which you are certified as a DBE? \_\_\_\_\_ Yes \_\_\_\_\_ No
14. Will the firm subcontract any work, service and/or materials? \_\_\_\_\_ Yes\* \_\_\_\_\_ No  
\*If yes, please have all subcontractor(s) complete their own Bidders List Data Form.
15. Firm's annual gross receipts:
  - Less than \$1 Million
  - \$1-3 Million
  - \$3-6 Million
  - \$6-10 Million
  - Over \$10 Million

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**