



Capital Area Transportation Authority
4615 Tranter Street
Lansing, MI 48910

**AMENDMENT NO. 1 TO
 TRAINING FOR NEW BUS OPERATORS**

1. AMENDMENT NO: 1	2. SOLICITATION NO: RFQ 2021-536	3. SOLICITATION NAME: Training for New Bus Operators	4. AMENDMENT DATE: May 18, 2021
-----------------------	-------------------------------------	---	------------------------------------

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:

- The "Quotes Due By" date specified on the Cover Sheet has been changed from Wednesday, May 19, 2021 at 2:00 P.M. Eastern Time to Wednesday, May 26, 2021 at 2:00 P.M. Eastern Time. See Attached.
- Please note Exhibit A: Scope of Work has changed. A "REVISED" Scope of Work, Exhibit A is attached.

The following information has been amended from:

Training estimated start and end date(s): **Session 1** shall begin on June 7, 2021 and end by July 9, 2021. **Session 2** shall begin July 12, 2021 and end by August 13, 2021. **Session 3** (if needed) shall begin August 16, 2021 and end by September 17, 2021.

To the following:

Training estimated start and end date(s): **Session 1** shall begin on June 14, 2021 and end by July 16, 2021. **Session 2** shall begin July 19, 2021 and end by August 20, 2021. **Session 3 (if needed)** shall begin August 23, 2021 and end by September 20, 2021.

- CATA responses to vendor questions.
- 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
4615 Tranter Street
Lansing, MI 48910

REQUEST FOR QUOTE
TRAINING FOR NEW BUS OPERATORS
RFQ 2021-536

1. SOLICITATION No: RFQ 2021-536	2. ISSUE DATE: May 10, 2021
3. FOR INFORMATION CONTACT NAME: Ashlee Boss E-MAIL: aboss@cata.org	PHONE: 517.394.1100 ext. 2532

4. DESCRIPTION:

The Capital Area Transportation Authority ("CATA") in Lansing, Michigan, is requesting pricing for **Training for New Bus Operators** in accordance with the "REVISED" Scope of Work as described in Exhibit A.

ALL QUESTIONS MUST BE SUBMITTED VIA EMAIL TO: Ashlee Boss (aboss@cata.org)

QUOTES MUST BE SUBMITTED VIA EMAIL TO:
 Capital Area Transportation Authority
 Attn: Ashlee Boss, Procurement Specialist
 4615 Tranter Street
 Lansing, Michigan 48910

Quotes for "Training for New Bus Operators" submitted to Capital Area Transportation Authority, Lansing, Michigan will be received at aboss@cata.org until May 26, 2021 at 2:00 P.M. Eastern Time. Emails received at 2:01 PM Eastern Time or later, will be considered NON-RESPONSIVE.

CATA email accepts up to 50MB. It is the vendor's responsibility to ensure each email sent to CATA does not exceed 50MB.

5. QUOTES DUE BY: WEDNESDAY, MAY 26, 2021 at 2:00 P.M. EASTERN TIME

6. FIRM OFFER PERIOD: Offers shall remain firm for a period of **120** calendar days from the date specified above or as amended.

7. If this Quote is accepted within the period specified above, Bidder agrees to fully provide the goods and/or services covered by this solicitation at the prices and timelines specified in the solicitation.

8. The following Exhibits, if indicated, are included in this solicitation:

<input checked="" type="checkbox"/>	EXHIBIT A – Scope of Work	<input checked="" type="checkbox"/>	EXHIBIT B – Pricing Schedule	<input checked="" type="checkbox"/>	EXHIBIT C – Submittal Checklist
<input checked="" type="checkbox"/>	EXHIBIT D – Iran Economic Sanctions Act Certificate	<input checked="" type="checkbox"/>	EXHIBIT E – Bidder's Offer & Guarantees	<input checked="" type="checkbox"/>	EXHIBIT F – Debarment & Suspension - Primary
<input checked="" type="checkbox"/>	EXHIBIT G – Debarment & Suspension – Lower-Tier	<input checked="" type="checkbox"/>	EXHIBIT H – Certificate Regarding Lobbying	<input checked="" type="checkbox"/>	EXHIBIT I– CATA Terms & Conditions

EXHIBIT A "REVISED" SCOPE OF WORK

BASIS OF AWARD: The award of this order is based on the lowest responsive and responsible bidder(s) as determined by the Capital Area Transportation Authority (CATA).

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

1. Description of Project

The Capital Area Transportation Authority (CATA) has been serving Greater Lansing since 1972, formed under Act 55 (Public Act of Michigan 1963). CATA provides a variety of quality public transportation services in Ingham, Eaton and Clinton counties that are safe, timely and cost efficient. CATA currently employs 251 bus operators and is seeking to hire and train up to 50 additional bus operators. CATA will complete the bus operator hiring process prior to the start of training.

These additional operators will be required to operate both fixed route and paratransit services and will be selecting their work through a bid process during the fourth week of training. These are the estimated dates for trainees to complete training and be ready for full service on July 16, 2021 (Session 1), August 20, 2021 (Session 2), and September 20, 2021 (Session 3, if needed).

Candidate requirements for bus operator trainees are as follows:

- Must physically be able to assist customers and secure mobility devices. All Operators must have the ability to sit for long periods with limited breaks. Essential functions of this job include: limited walking, standing, pulling, pushing (min. 40 lbs.), kneeling, reaching above shoulder and below knee levels.
- Must be available to work any scheduled hours in a 24-hour day, Monday through Sunday. All work will be based on five (5) days out of a seven (7) day week with split shifts possible. These are not seasonal or on-call positions. Rostered work schedules are selected by seniority through a bid process.
- Must submit a driving record from the State of Michigan for at least the past five years. The record cannot contain current points, suspensions or revocations of license.
- Must be able to pass a physical examination, vision screening, and drug screen administered by a physician designated by the Capital Area Transportation Authority.

CATA is seeking a qualified organization, familiar with public transportation and customer service with the necessary experience, training, and certifications to provide training to these new operators.

2. Objectives

Secure a contract with an outside vendor to provide a new operator training course for up to 50 trainees, congruent with the general provisions listed in this scope of work.

3. Service Period

CATA intends to award a firm, fixed price contract. The services of the Contractor will be based on the Scope of Work.

4. Scope of Work

- a) Training estimated start and end date(s): **Session 1** shall begin on June 14, 2021 and end by July 16, 2021. **Session 2** shall begin July 19, 2021 and end by August 20, 2021. **Session 3 (if needed)** shall begin August 23, 2021 and end by September 20, 2021.
- b) In order to provide a consistent training experience to employees, trainers assigned to this project must be dedicated and may not be rotated out without prior permission from CATA's Project Manager.**
- c) The estimated dates training shall be completed and operators ready to begin their own bid work is on July 16, 2021(session 1), August 20, 2021(session 2) and September 20, 2021(session 3, if needed). There shall be a maximum of 25 trainees per session until the total of 50 new operators is met. The Contractor shall furnish an offsite location for training that is in proximity to the CATA facility located at 4615 Tranter St. Lansing, Michigan. Facility shall be large enough to accommodate up to 25 trainees as well as instructors.
- d) CATA will provide all necessary office supplies for training.

- e) All instructors provided by the Contractor shall be experienced in the operation of all vehicle types required in this training (Nova Bus including large heavy duty transit buses including 30, 40 and 60-foot articulated buses, as well as cutaway-style buses).
- f) All instructors provided by the Contractor shall have relevant experience in training transit bus operators. Instructors who will be providing behind the wheel training must have at a minimum a valid CDL Class B license with passenger and air brake endorsements.
- g) CATA will assign a Project Manager for the duration of this project.
- h) Trainee Weekly Schedule Requirements:
 - 1) Training shall be conducted primarily Monday through Friday or as otherwise agreed upon with Project Manager.
 - 2) Trainees shall be given two (2) off days in each seven (7) day work week (Monday through Sunday).
 - 3) Trainees shall not exceed eight (8) hours each day or 40 hours each work week.
 - 4) Trainees shall be given a 30 minute unpaid lunch period each work day.
- i) The Contractor shall provide the Project Manager with a work schedule for each instructor, including their hours needed for each portion of the training.
 - 1) A maximum ratio of five (5) students per one (1) instructor is required during closed skills course and behind the wheel training.
- j) CATA will provide vehicles necessary for training. Vehicles required for this training include New Flyer and Nova Bus models of the 40-foot and 60-foot articulated variety as well as 25-foot cutaway style Ford E-450/Champion buses.
- k) The Contractor shall provide separate, **optional pricing** for post-training "check rides" and evaluations for each trainee at 30, 60 and 90 days of employment. If CATA does not elect this option, the Contractor's work will cease no later than the estimated dates of July 16, 2021, August 20, 2021 and September 20 (if needed). (See Exhibit B, Pricing Schedule)
- l) Instructors who will be involved with this project must complete a 2-3 day orientation with the Project Manager at the CATA Tranter facility prior to the start of class.
- m) The Contractor will provide the Project Manager with weekly progress reports on each trainee.
- n) Trainees must possess a valid Michigan CDL Class B license with air brake and passenger endorsements by the completion of this training. All non-CDL holding trainees will have completed the necessary testing at Michigan Secretary of State and obtain a temporary instruction permit (TIP) prior to the first day of training. The Contractor will provide an additional level of training as well as work with the Project Manager to determine when non-CDL holding trainees are ready for CDL examination. The Project Manager, in conjunction with contractor's recommendations, will schedule third party CDL testing. CATA will pay for administration of third party testing.
- o) Training shall be a mixture of classroom, closed skills course, as well as behind the wheel.
- p) Day one of training will be a CATA New Operator orientation led by the Project Manager and CATA's Director of Human Resources. The day one of training will be held at CATA's Administrative Building located at 4615 Tranter St. Lansing, Michigan.
- q) CATA will provide its own new operator training manuals. CATA is open to incorporating the chosen vendor's training manual as well as any best practices as agreed upon with Project Manager. CATA is willing to consider all recommendations from contractor provided they are in accordance with State and Federal DOT guidelines and the contractor can show a proven track record of success in employing such techniques.
- r) Training curriculum shall include but is not limited to the following topics (The Project Manager will aide in instruction for topics specific to CATA):
 - 1) CATA specific policies and procedures.
 - 2) FTA required drug and alcohol training.
 - 3) MIOSHA required Blood borne Pathogens training.
 - 4) Safety best practices.
 - 5) Distracted driving preventing techniques.
 - 6) Following distance, intersections, and backing.
 - 7) Railroad crossings.
 - 8) Merging, lane changes, and passing.
 - 9) Pedestrian awareness.
 - 10) Special driving conditions/driving for the weather.
 - 11) Accident incident and emergency reporting procedures.
 - 12) Pre-trip and post-trip inspections including training on CATA's Zonar electronic pre-trip system.
 - 13) Mirror adjustments.

- 14) Farebox training.
 - 15) CATA assisted training with Trapeze AVL and other fixed route and paratransit IT systems.
 - 16) ADA laws and requirements.
 - 17) Wheelchair securement and passenger assistance.
 - 18) CATA routes and services.
 - 19) Pulling in and backing out of CATA facilities.
 - 20) CATA facility and job familiarization (i.e. schedule and job bidding, job requirements, and trip sheets).
 - 21) SMITH System Defensive Driving Training.
 - 22) Proper use of two-way radio.
5. Vendor to submit to CATA each instructor's valid Class B, CDL with passenger and air brake endorsements.
 6. Vendor to submit a detailed proposed training schedule indicating key milestones, timeline and the curriculum to be taught throughout the training. (See Attachment A, New Operator Training Schedule Example)
 7. Price quoted will include all fees. Prices should be based on CATA's status as a tax exempt, municipal government agency.
 8. Each Contractor should make every effort to include Disadvantaged Business Enterprises in this project. CATA has a Disadvantaged Business Enterprise goal of 2.57%.

END OF THIS SECTION



May 18, 2021

Capital Area Transportation Authority Request for Quote 2021-536
Training for New Bus Operators
CATA Responses to Vendor Questions

VENDOR QUESTIONS AND CATA'S RESPONSES:

- 1. Would CATA please consider extending the proposal due date to Mon., June 7, 2021? This would allow us additional time to secure a facility for training, identify a location for closed course training (if required) and qualified staff to conduct the training.**

Request for Quote due date has changed to May 26, 2021 @ 2:00 P.M. Eastern Time.

- 2. Please confirm if the Contractor responsible for securing the closed course location and any associated fees.**

The closed course is secured by CATA.

- 3. Scope of Work 4e & 4j – Please confirm if trainers are required to have experience specific to the Nova and New Flyer model vehicles mentioned.**

The project manager (CATA'S) will be giving any and all Nova and New Flyer training.

- 4. Scope of Work 4n – “The Contractor will provide an additional level of training as well as work with the Project Manager to determine when non-CDL holding trainees are ready for CDL examination. The Project Manager, in conjunction with contractor’s recommendations, will schedule third party CDL testing.” Please confirm if this requirement is referring to CATA’s Project Manager and not the Contractor’s Project Manager?**

Yes, this is referring to CATA's project manager.

- 5. Scope of Work 4n - States, “All non-CDL holding trainees will have completed the necessary testing at Michigan Secretary of State and obtain a temporary instruction permit (TIP) prior to the first day of training.” Currently, TIP appointments are not available until July 2021. In light of the TIP scheduling, how will CATA, the Contractor and trainees be able to meet the requirement to obtain a TIP prior to first session?**

Same day and next day appointments can be scheduled; the trainee will be instructed to book during specific hours to achieve those appointments.



6. Scope of Work 4r.14 – Please provide the farebox manufacturer(s) and model(s).

Genfare

7. Scope of Work 4r.17 – Please provide the wheelchair manufacturer(s) and model(s).

I'm not clear on this question, but trainees are trained in standard wheelchairs securements.

8. Scope of Work 4r.22 – Please provide the two-way radio manufacturer(s) and model(s).

Motorola is the manufacturer, XPR 4550 and XPR 5550e.

9. Scope of Work 4q – Please confirm if Contractor is expected to use CATA's 200 hour training program, including the agency's classroom training and materials.

Confirmed.

10. Please confirm that CATA provides all vehicles and is responsible for all operating and maintenance costs associated with the training vehicles.

Confirmed.