



July 1, 2011

TO: Interested Vendors

RE: **ADDENDUM #1 TO REQUEST FOR PROPOSAL (RFP) # 2011-102, VANPOOL EXTENSION CONTRACT**

Attached please find the questions asked by interested vendors received on or before June 28, 2011 in regard to the above RFP, and CATA's answers to those questions.

Proposals are due at the address below, to my attention, no later than 2:00 P.M., July 22, 2010. Please submit five (5) complete copies of your proposal. Disadvantaged Business Enterprise (DBE) firms are encouraged to bid.

CATA retains the right to reject any and all proposals and to solicit further proposals, and to modify any specification, term or condition as CATA deems necessary.

Should you have any questions, please contact the undersigned.

Best Regards,

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Enclosures



Answers to questions received in response to RFP 2011-102 Vanpool Extension Contract

Pre bid meeting held at 9:30 AM on June 28, 2011

Attendees: Debbie Alexander – CATA
Cathleen Edgerly – CATA
Michael Salyers – CATA
Ken Anderson – AATA
Rick Williams – Enterprise Holdings
Angie Payne – VPSI Inc.

Q: Regarding the extension of the van pools and the current number of vehicles in the program as of September 30, 2011, if the number of vehicles in the VPSI fleet falls below the September 30, 2011 fleet size, will priority go toward filling the VPSI vehicles?

A: Yes. The State of Michigan has a current contract with VPSI to provide van pools services (Michivan) throughout the State of Michigan. That contract will remain in place to provide service up to the contract levels, however new registrants will have the choice of which program in which to participate. This RFP is for the expansion of the service as the State has no funding for the expansion of this service beyond their current contract levels.

Q: Do you have historical data on van pool ridership growth?

A: Yes for CATA we have seen a growth from approximately 10 van pools to the current 42 in the past five years. AATA has experienced a growth of approximately 12 van pools over the last five years. The current State program limits van pools to those only coming into an area. We are seeking to increase van pools traveling throughout the region.

Q: What are you looking for under “Additional Programs or Products”?

A: Examples could be a vendor offering a unique software package to assist in the implementation of the program, car wash contracts with local vendors that the participants can use, annual auto detailing services contracts, etc.

Q: Should the Emergency Ride Home services be included as part of the proposal?

A: The vendor will not be held responsible for the Emergency Ride Home program. CATA & AATA will continue to offer this service to program participants regardless of the outcome of the RFP.

Q: Are you only looking for minivans as part of this proposal under both options?

A: Yes in order to maintain consistency

Q: How will fare collection be implemented?

A: This will be left up to the individual vendors to describe how they will implement this as part of their overall proposal.

Q: Will the proposal evaluation process be conducted in conjunction between CATA and AATA?

A: CATA & AATA are not sure at this time.

Q: What are your expectations of the number of additional vans in the first year?

A: Unknown at this time.

Q: Can the Cost Proposal sheets be emailed in Excel format to the prospective vendors?

A: Yes (sent 6/28/11)

Q: Can an open Word version of the RFP be email to prospective vendors?

A: No

Q: Do the Authorities maintain DBE lists separate from the State of Michigan or do they rely on the State's list?

A: The State of Michigan maintains the official DBE list for the State. CATA and AATA rely on the list published on the State DBE web site.

Q: How are CATA and AATA funding the extension of the van pool program?

A: It has not been determined at this time, the resources provided for the purpose of this contract may come from a variety of sources and may change from year to year.