

# Capital Area Transportation Authority



## AMENDMENT NO. 1 TO SOLICITATION TRANSIT ASSET MANAGEMENT PLAN

1. AMENDMENT NO:  1	2. SOLICITATION NO:  RFP 2018-113	3. SOLICITATION NAME: TRANSIT ASSET MANAGEMENT PLAN	4. AMENDMENT DATE:  July 6, 2018
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5. ISSUED BY

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

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

6. DESCRIPTION OF AMENDMENT:

The following documentation has been attached to this Amendment:

- a. Questions Submitted and CATA Responses is attached.
- b. Please note the Attachment A: Price Sheet has changed. A **“REVISED” Attachment A: Pricing Sheet** is attached and must be submitted with your proposal.
- c. All other terms and conditions remain unchanged.

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



July 6, 2018

Capital Area Transportation Authority Request for Proposal 2018-113  
Transit Asset Management Plan  
CATA Response to Vendor Questions

WRITTEN QUESTIONS SUBMITTED BY VENDORS:

**1. Can you provide more information on the Facilities:**

• **Acreage per site**

**A. CATA Administration Offices/Maintenance/Storage Facility – 4615 Tranter Street, Lansing, MI 48910 approximately**

11.68 acres

**B. CATA Transportation Center (CTC) – 420 South Grand Avenue, Lansing, MI 48933**

1.64 acres

**C. Capital Area Multimodal Gateway, Operated by CATA – 1240 S. Harrison Road, East Lansing 48823**

6.94 acres

**D. MSU-CATA Transportation Center (MSU-CTC) – Shaw Parking Ramp, MSU Campus, East Lansing, MI 48823**

0.92 acres

• **# of Buildings and SF per site**

**A. CATA Administration Offices/Maintenance/Storage Facility – 4615 Tranter Street, Lansing, MI 48910**

1 building, approximately 212,000 square feet





**B. CATA Transportation Center (CTC) – 420 South Grand Avenue, Lansing, MI 48933**

1 building, approximately 14,000 square feet

**C. Capital Area Multimodal Gateway, Operated by CATA – 1240 S. Harrison Road, East Lansing 48823**

1 building, approximately 7,300 square feet

**D. MSU-CATA Transportation Center (MSU-CTC) – Shaw Parking Ramp, MSU Campus, East Lansing, MI 48823**

1 building, approximately 400 square feet

• **List of buildings, and description of each building (eg. Storage, office, fuel station, etc.)**

**A. CATA Administration Offices/Maintenance/Storage Facility – 4615 Tranter Street, Lansing, MI 48910**

1 building, administrative office, fuel station, storage and maintenance facilities

**B. CATA Transportation Center (CTC) – 420 South Grand Avenue, Lansing, MI 48933**

1 building, public transportation center

**C. Capital Area Multimodal Gateway, Operated by CATA – 1240 S. Harrison Road, East Lansing 48823**

1 building, public transportation center

**D. MSU-CATA Transportation Center (MSU-CTC) – Shaw Parking Ramp, MSU Campus, East Lansing, MI 48823**

1 building, CATA only has responsibility for two rooms in larger building, public transportation center

**2. What is the anticipated budget for this project?**





Vendors should propose their best cost estimate based on the scope of work. Price is one criterion that will be considered when selecting the winning proposal.

**3. Have potential oral presentation dates been identified?**

There are no oral presentations for this RFP.

**4. The RFP states an evaluation criterion as “The proposal clearly describes which members of the project team will be assigned to each task, as well as their hourly rates.” Attachment A Price Sheet provides two columns for “Staff Hours” and “Staff Personnel hourly rate,” but does not appear to provide for the extension ( hours x rate, or total dollars) or for individual names and rates. Is the proposer to provide only hourly rate information and hours without the aggregate cost extension? Should each team member be listed separately in the Price Sheet?**

Please see the REVISED Attachment A, Price Sheet. The revised pricing sheet includes an example and provides a place for the extension (hours x rate). Please add each team member to the spreadsheet.

**5. The RFP states “The final plan is due from the consultants on September 26, 2018, in advance of the October 1, 2018 FTA deadline. However, a deadline extension may be possible.” What portion of the scope and which deliverable products should be completed between the August Notice to Proceed and the September 26 date? Is there a schedule for the remaining scope?**

CATA has submitted to the Federal Transit Administration requesting a deadline extension for the TAM plan. CATA will make every effort to get this extension from the FTA. However, if the extension is not granted, the consultant should expect to complete Tasks 2-Task 6 by the September 26 date. Task 1 will be ongoing through the life of the project, and Task 7 can be performed after September 26. Task 8 is optional.

**6. Is there a total budget for the project, estimate of the cost, or independent cost estimate for the contract? Please provide any appropriate information regarding CATA’s cost expectations.**

CATA performed an independent cost estimate. However, vendors should propose their best cost estimate based on the scope of work. Price is one criterion that will be considered when selecting the winning proposal.





7. Can CATA provide information on the condition of its facilities and their subsystems? Can CATA provide a TERM rating for each facility subsystem?

CATA is seeking consulting services to conduct a baseline assessment for their four facilities and their subsystems. CATA is seeking consulting services to calculate the TERM rating for these facilities.

8. FTA states they will accept age as the condition assessment for vehicles. Is this acceptable to CATA?

Yes

## SECTION II: STATEMENT OF WORK

Page 10, Paragraph II-B: ..."CATA also seeks to develop a long-range Transit Asset Management Plan (TAMP) to maintain the CATA system in a State of Good Repair (SGR). The TAMP must cover a period of four years."

9. Does CATA's use of the term "long-range" TAMP indicate a desire for more than the 4 year horizon?

No, the TAM plan should cover a four-year horizon period.

10. If yes, is that a separate scope of work to develop a long-range plan?

N/A

## Section I-K Submission Requirements and Section I-P Selection Criteria

11. In Section I-K Submission Requirements, 4 sections (a narrative of approach to scope, organizational chart, list of 3 references, and Appendix B: Price Sheet) are laid out that we need to respond to. Also we need to respond to Section I-P Selection Criteria where there are 3 sections (Project Approach, Professional Experience, and Price), correct?

Yes

12. Can we recreate the pricing chart in Excel or Word on page 43 of the RFP or do we have to respond to the form in the original PDF format?

Consultants can recreate this spreadsheet from a PDF in another format for easier calculations. However, the REVISED pricing sheet is a mandatory submission.





13. In Section I-J Proposals the RFP states, “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.” Is electronic signatures acceptable in place of them being signed in ink?

Yes

14. In Section III-B Disadvantaged Business Enterprises, the RFP states, “Disadvantaged Business Enterprises (“DBE”) are encouraged to bid on this project. Any applicable DBE firm’s certifications must be included in the proposal. Cost Proposals must list the amount and activity of service provided by the DBE firm, as applicable.” Is the contractor required to include a Disadvantaged Business Enterprise or just strongly encouraged?

The RFP states the following “The primary contractor should make every effort to include Disadvantaged Business Enterprises in this project.”

Page 13, TASK 2: Transit Asset Management (TAM) Plan

2.1. Transit Asset Management Plan Objective: ...“However, a deadline extension may be possible

15. Is a deadline extension something that CATA is already considering? If so, have you began the process of requesting approval?

Yes. CATA has submitted to the Federal Transit Administration requesting a deadline extension for the TAM plan. CATA will make every effort to get this extension from the FTA.

16. Can you describe the contents, platform, and completeness of your current asset inventory, for vehicles, facilities, equipment?

The platform for our current asset inventory uses Dynamics SL. There is also asset information in Excel and in Trapeze Asset Works. Our asset inventory includes items that are both federally and locally funded. A recent inventory and condition assessment was done for our large and small buses. However, review of this assessment is necessary to verify its applicability to TAM.

17. Can you share sample data from the asset inventory?

Our asset inventory has these fields:

Model	Serial No	Depreciate From
Main Cpany Asset NO	Model	Unit
Company Name	Manufacturer	Retirement Method
Company	Location ID	Sale Amount





AssetID Conditioner	Vendor Name	Retire Date
AssetSubId	PO Number	Check Date
Status	Vendor ID	Vin #
Description	Check No	Vehicle Driver
Asset Type	Department	Vehicle Conf Tag #
Cpny Asset No	Sub	Vehicle Year
Fund Source	Acct	Vehicle Make
Proprietary Fund	Task	Vehicle Car #
Category ID	Project	Vehicle Tag #
Class ID	Cost	
Inventory Date	Acquire Date	

Our current fleet list has these Fields:

EQ#	Model ID	Life Cycle Status
Description	VIN	Code ID
Model Year	Life Total Meter 1	Cost
Manufacturer ID	License #	

**18. Will a DBE requirement apply to this contract? If so, what is the DBE goal?**

The RFP states the following “The primary contractor should make every effort to include Disadvantaged Business Enterprises in this project.”  
CATA’s DBE goal is 1.24 percent.



# **ATTACHMENT A**

REVISED Attachment A: Price Sheet

## EXAMPLE for reference only\*

**CATA RFP 2018-113, Transit Asset Management Plan**  
**Respondent:** \_\_\_\_\_

Title	Principal	Project Manager	Associate	etc..	Total Hours	Fee (Rates x Hours)
Name	Jane Doe	John Smith	Jim Johnson	etc..		
Loaded Billing Rates	\$230	100	\$80	etc..		
Task 1: Project Management	1	4	5		10	\$1,030.00
Task 2: Transit Asset Management Plan	1	1	1		3	\$410.00
Task 3: Inventory of All Capital Items per FTA Rules						
Task 4: Baseline Condition Assessment						
Task 5: Decision Support Tool						
Task 6 Prioritization List						
Task 7: Training						
Task 8: Optional Implementation Elements						
Subtotal					13	\$1,440.00
Expenses						\$1.00
Total Cost						\$1,441.00

Expenses			
Item	Number	Cost	Total
Copies 8.5 x 11	5	0.2	\$1

\*This example does not indicate CATA's expectation for number of hours per task or hourly rates. The proposer should provide additional individual names and rates as necessary for their proposal.

# REVISED ATTACHMENT A: Price Sheet

**CATA RFP 2018-113, Transit Asset Management Plan**

**Respondent:** \_\_\_\_\_

Title	Person 1	Person 2	Person 2	etc...	Total Hours	Fee (Rates x Hours)
Name				etc...		
Loaded Billing Rates				etc...		
Task 1: Project Management						
Task 2: Transit Asset Management Plan						
Task 3: Inventory of All Capital Items per FTA Rules						
Task 4: Baseline Condition Assessment						
Task 5: Decision Support Tool						
Task 6 Prioritization List						
Task 7: Training						
Task 8: Optional Implementation Elements						
Subtotal						
Expenses						
Total Cost						

Expenses			
Item	Number	Cost	Total

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