ADDENDUM NO.1

RFP# 25-09-001

LUZERNE COUNTY TRANSPORTATION AUTHORITY 300 S. PENNSYLVANIA AVENUE WILKES BARRE, PA 18701

ADDENDUM NO.1 – BRT FEASIBILITY STUDY

RFP: Clarifications and Additions:

NOTE – Be sure to sign and date the receipt of addendum page included in the document

Q1. Would the city allow for electronic (emailed) submittals instead of hard copies?
A1. No, Five (5) hard copies and one (1) USB drive must be submitted.

Q2. Section 3.1 Consultant Qualifications on page 6 says that the team should be led by a Project Manager with experience working with government agencies in Pennsylvania. Can the requirement to have experience in Pennsylvania be removed? We have transit planning experience with multiple government agencies throughout the country but not in Pennsylvania. This experience prohibits us from bidding on this project.
A2. For clarification, the RFP language says 'should' rather than 'must'.

Q3. We have a question on the BRT Feasibility Study solicitation. The RFP mentions the LCTA Transit Development Plan as a basis for future BRT planning. However, the links to the Draft Transit Development Plan, fact sheet, and community presentation at the website appear to be broken (at https://www.lctabus.com/tdp/, the web links produce a "404 Not Found" error.) Is there an alternative way to access and review the TDP?
A3. The links are now active.

Q4. On Page 4 it states that the proposal shall be prepared according to the requirements in the Proposal Submission (Vendor Forms & Attachments) section which begins on page 15. There are also proposal requirements identified on Page 6 that must be submitted and are not entirely consistent with those on page 15 in terms of organization and requirements. Please clarify.
A4. Section 3.2 would need the references and cover letter. Up to 10 references may be provided. Section 7 is the technical proposal. Please include items requested in the technical proposal section 7.

Q5. On page 6 there is language that the proposal has a maximum of 30 pages not including an appendix and it includes "firm and staff resumes". Please clarify if the Appendix can include additional firm experience or is limited to resumes.
A5. Additional firm experience can be excluded from the 30 pages as well but must be kept concise and should not exceed 2 pages for the firm experience.

Q6. On page 5 there is a reference to receipt and review of Addenda – are all addenda to be included in the RFP?
A6. No, only the signed receipt of addenda must be included in the RFP which is included in this addendum No. 1.

Q7. Do Cover, Tabs, and required forms count towards the 30-page limit requirement?
A7. No.

Q8. Page 1 states, '5 hardbound copies,' while page 6 mentions, '1 original, five hardbound copies, and one flash drive.' Could you please clarify the required quantity of digital and hard copies? Could you provide clarification regarding the contents of the 'PowerPoint presentation' that needs to be included on the flash drive, as referenced on page 8?
A8. Five (5) hardbound copies and one (1) flash drive. The PowerPoint presentation is a supporting document and is a summary of the proposal. It can also be viewed as a slide deck to prepare in the event your firm is selected for a finalist interview.

Q9. Could you confirm whether electronic signatures are permissible?
A9. Yes, electronic signatures are permissible.

Q10. Do forms count towards the 30-page limit?
A10. No.

Q11. On page 9, the RFP states: "It is suggested that three (3) alternatives be developed including alignment, level of service, stations or stops, amenities, and connections to local bus services." Please clarify whether the intent is for the three (3) alternatives to represent 1) distinct corridors (i.e., three separate potential BRT corridors within the study area), or distinct concepts or configurations within a single corridor (e.g., variations in alignment, service level, station spacing)
A11. If there is a specific corridor that is suggested and remains the most viable, implementable option then the three alternatives may be variations using the primary corridor.

Q12. RFP Section 7. Proposal Submission (p. 15-17) includes questions that appear to be part of a proposal submission checklist/form with required fields. Can LCTA provide that checklist to bidders to ensure compliance?
A12. No.

Q13. Has LCTA secured funding for the project? If so, is LCTA able to share a project budget or range for the study?
A13. Yes. The budget is secured up to $200,000 total cost.

Q14. Does this project have a DBE goal or requirement? If so, what is the percentage?
A14. No. Per page 36 of the RFP - Please refer to Subpart C, Section 26.45 Overall Goals in LCTA's DBE Program document for the current goal percentage. To the greatest extent feasible, LCTA will meet its overall annual DBE goal by using race-neutral means of facilitating DBE participation. The contract-specific goal for this contract is: 0 %
The bidder must provide to LCTA, using the certification form, the names, addresses and phone numbers of any and all firms who provide quotes to the bidder for any part of the work included in the bid/proposal. Additionally, the bidder should indicate the DBE status of any such firms, if known. This information will be used by LCTA to develop a bidder list, as required by LCTA's approved DBE program.

Q15. Is it acceptable to propose optional tasks and costs in addition to the core services identified in the scope of work?
A15. Please commit to the SOW and do not include extra items that are not part of the RFP.

Q16. On the pricing sheet, should the average hourly rate included rates/hours for any subcontractors in addition to the prime?
A16. No.

Q17. Are subcontractors required to submit the required checklist and forms?
A17. No.

Q18. Will covers, section dividers, or a table of contents count towards the page limit?
A18. No.

Q19. Will electronic signatures be sufficient in place of wet, hand-signed signatures on the printed original copy?
A19. Yes.

Q20. There are inconsistencies in the number of copies required. Pages 3 and 5 state that proposers must submit five hardbound copies of their proposal, and one flash drive, however, page 7 then states, "Proposers must submit one (1) original, five (5) hardbound copies, and one flash drive of their proposal." Can you clarify whether an original hardbound copy is required in addition to the five copies, or if only the five hardbound copies and one flash drive will suffice?

A20. Five (5) hard copies and one (1) USB drive must be submitted.

Q21. Has LCTA established target dates for consultant interviews?
A21. No. TBD.

Q22. Given that this project is being funded in part by PennDOT, is an SF330 format required?
A22. No.

Q23. For personnel, should we assume payroll rate or ECMS rate?
A23. Payroll rate.

Q24. Are subconsultant team members required to prepare Attachments B, C, D, F, G, and H, or are those required only from the prime consultant?
A24. Prime only.

Q25. For the economic feasibility task, are there metrics beyond those used in the PennDOT Act 44 reports that are of interest to LCTA?
A25. County/region-specific data can be used for economic analysis in addition to PennDOT Act 44 Performance Reports.

Q26. Do the three transit agencies have citizen advisory boards or similar groups that will need to be involved in the stakeholder engagement process?
A26. Yes. COLTS and LCTA have Citizens' Advisory Committees.

Q27. Task 3 speaks to connecting Scranton, Wilkes-Barre, and Hazleton, but the LLTS Long Range Transportation Plan references five other corridors. Are these also part of the BRT feasibility study?
A27. No.

Q28. Section 3.2 mentions that "firm and staff resumes as part of experience and qualifications are excluded from this page maximum." What does LCTA mean by "firm" resumes?
A28. Does the firm have BRT study experience?

Q29. Section 7 in the RFP provides a list of items that must be included in the submission, but some of that information is the same as what's asked for in section 3.2 of the RFP, and some of it differs. For instance, section 3.2 asks for a project references section (up to 10) and section 7 also asks for references (only 3). Will the reference information provided with our projects in the technical proposal be sufficient for the references asked for in section 7? And is it acceptable to answer any questions that aren't already included in our submission in the appendix (FEI/FIN number, DBE info, insurance information, exceptions, etc.)?
A29. Include suggested 3 (up to 10) references, cover letter and statement of project understanding. Section 7 covers what is required components for the technical proposal. Yes, it's acceptable to include the information in an appendix.

Q30. Are figure captions, table text, sidebar information, and graphics allowed to use a smaller font size than 12 point, or must those conform to the 12-point requirement as well?
A30. Yes, a smaller font size may be used outside the general text body.

Q31. Are covers and tabs allowable and do they count towards the 30-page limit?
A31.They are allowed and do not count towards the page limit

Q32. Is it acceptable to provide an electronic submission only, in an effort to support sustainability?
A32. No. You must adhere to the mandatory submission requirements as noted in the RFP. This RFP is requesting hard copies be provided.