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January 14, 2010

Potential Paratransit/Mobility Management Proposer:

**ADDENDUM #1 – OPERATION OF PARATRANSIT & MOBILITY MANAGEMENT SERVICES – REQUEST FOR PROPOSALS**

**board of directors**

judy arnold  
president  
supervisor district 5

The following is an addendum to Marin Transit's Request for Proposals for the Operation of Paratransit and Mobility Management Services RFP. This addendum includes additions, clarifications, modifications and answers to questions raised at the pre-proposal conference held on January 6, 2010 and a copy of the sign-in sheet from the pre-proposal conference.

susan l. adams  
vice president  
supervisor district 1

As a reminder, the deadline to submit responses to this RFP is Friday, January 29, 2010 at 3:00 PM.

steve kinsey  
2nd vice president  
supervisor district 4

The RFP, together with this Addendum #1, constitutes the entire understanding between each of the participating proposers and Marin Transit. The changes to the RFP as set forth herein shall be incorporated into your proposal where required. **Please acknowledge receipt of this addendum in your proposal.**

charles mcglashan  
director  
supervisor district 3

**I. Modifications and Additions to the RFP**

harold c. brown, jr.  
director  
supervisor district 2

Marin Transit is hereby modifying or clarifying the content of the RFP as described below, and in section II, Summary of Questions and Answers. Respondents are required to utilize these modifications in preparing their proposal.

barbara heller  
director  
city of san rafael

1) Section II, A. Paratransit and Dial-A-Ride Services.

madeline kellner  
director  
city of novato

Additional Intra-County Service Component: The Contractor shall operate an on-call ADA paratransit service to complement the weekend operation of the West Marin Stage South Route (Route 61). For a route map and schedule for Route 61, visit Marin Transit's website: <http://www.marintransit.org/routes/61.html>. Based on current demand, this service is not used frequently.

2) Section IV, J. Vehicle Maintenance Standards

The Contractor in operating vehicles funded by FTA with funding passed through Golden Gate Transit is required as part of the reporting and monitoring process to develop and adhere to a vehicle maintenance plan in accordance with FTA guidelines. Marin Transit and Golden Gate Transit's Maintenance Department will work with the selected Contractor to develop and administer an appropriate maintenance plan.

3) Section IV, I. Preventive Maintenance and Vehicle Mileage Update Reports

A Monthly Preventive Maintenance (PM) Report shall be submitted to the District indicating the date and mileage when the last PM was performed and what type of PM (e.g., "A", "B" LOF, Brake Inspection, HVAC Inspection, etc.) was performed. The Contractor shall also submit corrective maintenance reports and conducts annual vehicle inspections to ensure successful performance of the vehicle maintenance plan. These reports should match the Contractor's maintenance records and will be audited by the District, GGT, or other District authorized entities on a random announced or unannounced basis. Examples of the required vehicle PM inspection forms and monthly maintenance activity reports will be provided at award of contract.

4) Section IV, B. Vehicles

Any vehicles purchased with FTA funding through the District and/or GGT will require the District and/or GGT to review and approve the vehicle specifications and assure that all FTA-required audit activities are performed and documentation of such is provided.

5) Appendix A, 16. Access to Records

The Contractor agrees to provide access to the District, GGT, or any other entity authorized by Marin Transit to the aforementioned books, records, accounts and reports.

4) Appendix H, ii. Mandatory Policy Contents or Endorsement Provisions

Marin County Transit District (Marin Transit) and the public entity awarding the Agreement if other than the Marin Transit, and their officials, employees and volunteers, as well as the Golden Gate Bridge Highway and Transportation District (GGT), and their officials employees and volunteers, shall be named, as indicated, as additional insured parties on the face of all policies when service is contracted with non-governmental agency, for liability arising out of activities performed by or on behalf of Contractor.

5) New Appendix O. Paratransit Ridership by Time of Day

This document, which was distributed at the Bidders' Conference on Jan. 6, is attached as an Excel spreadsheet.

## II. Summary of Questions & Answers

1. Q: Do you expect that there will be only one addendum released as part of the RFP process?

A: Marin Transit will release as many as necessary.

2. Q: On Page 4, you state that the reservation line times should be 8 am to 5 pm. That is a change from the present operation. Did you intend this change?

A: Yes, we are requiring the times as stated in the RFP.

3. Q: Please define rest, recovery & spot time.

A: This question was asked apparently in reference to the definition of Billable miles/hours. Proposers are referred to the definitions of Vehicle or Revenue Service Hours on P. 10 and Vehicle or Revenue Service Miles on P. 11 of the RFP.

4. Q: Regarding the number of dedicated dispatchers. How many are you requiring?

A: Page 5 of the RFP states that a minimum of 5 trained dispatchers must be on duty Monday through Friday. Respondents are required to propose in their RFP responses the numbers of dispatchers they will provide on weekdays and weekends. This personnel shall not share other duties such as field supervision or operating revenue service vehicles.

5. Q: On the physical format of the responses to the RFP, do you prefer the outlined format in Section III or the format found in the checklist in Appendix D?

A: The information requested in Sections III and IV of the RFP corresponds approximately to the items in the Applicant Checklist (Appendix D). Responses do not need to follow the sequence in the Checklist.

6. Q: Will the awarded contractor run the Mobility Management Center independent of Marin Transit, or to be overseen by Marin Transit?

A: Marin Transit staff will coordinate with and oversee these efforts and assist with the expansion of connections in the community and in growing the services.

7. Q: Is the Volunteer Driver Program funding already in place?

A: The grant funding has been recommended but is currently still in the approval process. Funding may not be available until mid-2010. The October 1st deadline to implement this program may need to be flexible.

8. Q: Are there other funds available for non-ADA rides?

A: We will be working with the Contractor to develop partnerships to fund and develop these services.

9. Q: Who do we report to regarding fleet maintenance?

A: Both Golden Gate Transit and Marin Transit will receive and review Contractor's fleet maintenance reports, however Marin Transit will manage the contract.

10. Q: Do you require that the maintenance yard be in Marin County?

A: P. 44 of the RFP states: "The Contractor shall locate the maintenance facility as required in reasonably-close proximity to the service area to allow for minimal deadhead mileage."

### **III. Bidders' Conference Sign-In Sheet**

Attached.