



May 17, 2023

ADDENDUM No. 2

RFP Number: 20-T032

Public Transit Safety Consultant Services

Purpose: To provide answers to proposer's questions

Answers are in red

1. Page 5, Section 3.2: The RFP states, "For uniformity, all respondents are required to submit information in the order and format requested in this RFP (see Section 3, subsection 3.18 for submittal format)." The last subsection is 3.15. There is not a subsection 3.18. Please advise where we can find the submittal format information. **Lashelle possibly rephrases the RFP to instruct to follow need requirements from the Scope of work and reference that section.**
2. Page 11, Section 3.15 – Type of Contract states that Trinity Metro intends to award for a firm-fixed-fee rate contract. Can you confirm that this project will be invoiced at fully burdened T&M rates proposed for each year of the contract term? **This contract will be task order based on tasks 1-6 and any future task orders issued.**
3. Page 13, Section 4, 4. Contractor's Rates: Is the "bid sheet" the same as the attached F13 – Base Price Proposal? If so, should this form be included with forms F1 through F12? **Yes and Yes**
4. Page 12, 1. Contractor's Qualifications: Should the resumes be included in this section after the 5 pages or at the end of the proposal in an appendix? **Lashelle I would have the resumes at the end but not sure if this is what is regularly done.**
5. Page 12, 1. Contractor's Qualifications: We are to provide the "number of licensed employees." For which licenses? Texas PEs? **Transit Safety and Security Program (TSSP) through Transportation Safety Institute or any Federal Railroad Associate certification in safety.**
6. Based on the scope of work, is the client expecting an employee on site at Trinity Metro on a full-time basis? **No**

7. The Contractor's Qualifications section is limited to 5 pages (excluding resumes). Is there a total page limit? **50 pages**
8. F1 – Attachments and Amendments: Do we need to include a statement of attachments and amendments on this form or does signing it denote acknowledgment? **Signing denotes the acknowledgement.**
9. Since the DBE goal is 0%, can we mark item 3 on F2 and put Not Applicable on F3, F4, and F5? **Yes, but F1-F12 are still signed forms to be submitted**
10. The Bonfire Portal shows Proposal, Compliance Forms (F1-F13), and Cost Proposal (F14) as three separate items. Please confirm each item should be uploaded separately. **Yes, it is recommended to upload separately.**
11. The Bonfire Portal shows Cost Proposal (F14) as required. In the RFP, the Base Price Proposal form is F13. Is there a second cost form? Please provide the Cost Proposal (F14) form. **There is not a second form. The Price Proposal is actually F-13**
12. Form F13 – Base Price Proposal indicates that 'Proposers may provide their own price sheet'. Item 4 of the Evaluation Criteria indicates that the contractor shall provide hourly rates for the positions listed, and also shall provide costs for work as described on sheet. Given the fact that the Project Scope is for assistance in day-to-day safety activities, will it be acceptable to submit only a rate sheet containing fully burdened T&M rates with no stated costs? **Providing both would be idea.**
13. On Page 16, there is a list of tasks: Are Tasks 1 through 6 expected to be completed in the initial 3 years with the "additional tasks to follow" being completed in the additional time (within the possible two 1-year extensions)? **The first 6 tasks should be completed in the 1st year, and safety plans have to be assessed and FRA requires annual assessment per CFR 270.**
14. On page 16 task 2, what is the level of effort, objectives/deliverables for the asset assessments? Is there an Asset Management Plan the client requests is assessed in order to integrate new Plans and Programs effectively? Is this as part of Trinity Metro Transit Asset Management Plan, as part of the state of good repair of the system or for safety reasons? **Trinity Metro has TAM plan. Goal and objective is for safety hazard and risk assessment performed on assets of Trinity Metro example – equipment, station, railroad signals, crossings, infrastructure, new projects, etc. The goal is to produce a schedule for auditing and inspecting for bus and 2 commuter rail entities that will help Trinity Metro stay in compliance with FTA for bus and FRA for TRE and TEX.**

- **Proposal Due Date is May 30, 2023 at 2:00 p.m.**

REMINDER

**If you choose to mail in your proposal, please use our mailing address
which is:**

**Trinity Metro
801 Grove Street
Fort Worth, Texas 76102**

ALL TERMS OF THE REQUEST FOR PROPOSAL REMAIN THE SAME UNLESS CHANGED THROUGH A WRITTEN AMENDMENT TO THE REQUEST FOR PROPOSAL. NO ORAL CHANGES ARE BINDING. CHANGE REQUESTS MUST BE IN THE FORM OF A WRITTEN REQUEST TO BE ANSWERED IN A WRITTEN ADDENDUM.

**RESPONDANTS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE FORM 1
IN THEIR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE THE PROPOSAL.**

End of Addendum 2