



REGIONAL TRANSPORTATION COMMISSION
Public Transportation • Streets and Highways • Planning

Date: November 10, 2009
To: Prospective Proposers
From: Karen Heddy, Procurement and Compliance Analyst
**Subject: Addendum No. 1
Request for Proposal -RTC9-09
Vanpool Program**

This constitutes Addendum No. 1 to the Vanpool Program Request for Proposal issued by the Regional Transportation Commission of Washoe County (RTC) on October 26, 2009. This addendum becomes part of the original RFP package and shall become part of the contract with the successful Proposer.

The non-mandatory pre-proposal meeting was held on November 3, 2009 and no one from the public attended. The deadline for questions submission, requests for clarifications, changes and approved equals was Friday, November 6, 2009, 5:00 PM (PDT), and those responses are included in this addendum.

The following questions and request for clarifications were received via email have been summarized and are as follows:

Q1: Pg 3. Vanpools must also be in compliance with public transit rules, including the Americans with Disabilities Act (ADA) provisions and be open to the public and that availability must be made known. **Do the vans need a lift? Are you requiring wheel chair access vans with lifts for your vanpool program?**

A1: Yes, in the event they receive a request for an ADA accommodation, the selected contractor will provide an ADA accessible vehicle within no later than 45 days after the request.

Q2: Pg 4 Contractors are encouraged to consult with van conversion companies to receive a conversion quote, guidance for vehicle transportation, and special factory coding requirements. Conversion company(s) must be specified in Contractor's response to the RFP. **Please explain**

A2: In the event you are converting your vehicle to an ADA compliant vehicle, then you are encouraged to consult a van conversion company.

Q3: Pg 5 Wheelchair accessible vehicles for commuter vanpool service, meeting American with Disabilities Act specifications, shall be available upon request. The number of vehicles will

be specified as needed, and any modifications to the vehicles shall be adequate and appropriate, and conform to federal regulations and specifications, in order to accommodate the required mobility device such as a wheelchair or scooter inside the van. The vehicles shall adhere to all code specifications and comply with all federal regulations where appropriate. **In order for us to be able to be awarded the contract we must have these types of vans available?**

A3: No, to be awarded the contract, the proposer must be deemed responsive and responsible. In order to be deemed responsive and responsible the proposer must meet the specifications in the Request for Proposal. The ADA specifications must be met and a vehicle shall be available if a vanpool participant requests a van with wheelchair accessibility within 45 days of the request.

Request for Clarification #1

Q4: Request for Clarification, Page 5, Section 7- Scope of Required Services.

Request the following change regarding costs incurred for non-accessible van:

In the event that the vanpool requires a van accessible to individuals with a disability, the contractor will provide an accessible conversion vehicle which meets current ADA requirements. The difference in cost to modify a vehicle as compared to regular vehicle will be reimbursed by the RTC.

A4: In the event that the vanpool group requires a van accessible to individuals with a disability, the Contractor will supply that van within the same time frame as specified for a non-accessible van. Conversion costs may be reimbursed by the RTC with prior written approval from The Director of Public Transportation.

Request for Clarification #2

Q5: Request for clarification, Page 7-8, Section 24- Scope of Required Services:

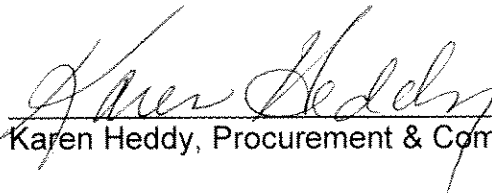
A5: Please replace the following for Section 24- Scope of Required Service to read:

Provide monthly Vanpool Incident Report and invoicing no later than seven business days following submittal of an invoice request for the previous month's services. Monthly reporting shall also include signed hard copies of the "RTC VANPOOL Agreement," "Vanpool Contractor Communication Form", and "Revised Passenger List" as cited in paragraphs 22 and 23 above. Invoices must include the following information per billable item:

- * Van unit number
- * Vanpool Coordinator's name
- * Actual monthly van lease cost

The following guidelines must be followed when preparing the incident report:

Contractor shall be responsible for following the current NTD incident reporting requirements when preparing a reportable incident report.



Karen Heddy, Procurement & Compliance Analyst

Company Name

Signature

Name

Title

_____, 2009
Date