

**ADDENDUM NO. 4****Date:** September 16, 2015**Bid Date:** ~~October 1, 2015~~
November 2, 2015
3:00 P.M. (Local Time)**Bid Name:** Fixed Route Scheduling Software**Bid No.:** RTSX-160004-DS

NOTE: This Addendum has been issued to the holders of record of the specifications and attendees of the non-mandatory pre-bid meeting held on September 16, 2015.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any remaining questions are to be submitted in writing to the City of Gainesville Purchasing Division by September 23, 2015. Questions are to be submitted as follows:

Faxed (352) 334-3163
Attention: Daphyne Sesco
or
Email: sescoda@cityofgainesville.org

2. Find attached:

- Copy of the lobbying and blackout period definitions (Purchasing Procedure 41-424) distributed during non-mandatory pre-bid meeting
- Copy of the pre-bid meeting sign-in sheet

3. Daphyne Sesco, Purchasing Division, discussed bid requirements:

- Since this is a non-mandatory meeting you do not have to be present to submit a bid.
- The blackout period began once the bid was released and continues until contract award. No lobbying or discussions can occur between bidder and any representative of the City or GRU, except the designated purchasing staff contact; otherwise your bid will be disqualified.
- Verbal instruction does not change the terms of the solicitation – changes can only be made via a written addenda. Questions/Answers and topics of discussion addressed at this meeting will be available in an addendum for download through DemandStar.
- All communication, contact and/or correspondence must be with the buyer, Daphyne Sesco. Bidders who have contact with anyone other than the buyer (A/E, department, City elected officials, etc.) will be disqualified.

- Send questions in writing to Daphyne via fax or email. Any contact with staff other than the Purchasing representative may be basis for disqualification of your bid. Question submittal deadline is September 23, 2015.
- Responses are to be received in the Purchasing office no later than 3:00 p.m. (local time) on November 2, 2015. Any bids after 3:00 p.m. on that date will not be accepted. Bids must be physically received in the City's Purchasing Department. Only hand-delivered responses are acceptable (i.e., in person or through a delivery service such as FedEx, UPS).
- As Addenda are issued, the signature page should be included in the response acknowledging receipt of the addendum.
- Minimum requirement to bid: Three references (≥ 2012) prior projects (installed/operational) equal to or similar size, scope and complexity.
- Updated estimated timeline:

Deadline for receipt of questions	September 23, 2015
Deadline for receipt of proposals	November 2, 2015 (3:00 p.m. local time)
Evaluation/Selection process	November 3-12, 2015
Oral presentations (if conducted)/Discussions	December 1-2, 2015
Deadline for BAFO, if needed	December 14, 2015
Projected award date by City Commission	January 2016
Projected contract start date	April 1, 2016
- Oral Presentation to be live, working system, evaluated according to criteria on page 68, 7.4.
- Buy America applies to the computer/servers only.
- **Changing/editing the context/requirements of the RFP, regardless of the document format, is grounds for disqualification.**

4. Matthew Muller, Planner Transit Chief, reviewed the scope of the bid.

5. Questions/Answers (via email beforehand and at the pre-proposal meeting):

Question1: How many users need to be trained?

Answer1: ≤ 10 individuals.

Question2: On Page 7, Section 2, Item B – Minimum Requirements, it is noted that we must integrate with the following systems:

- Integration with RTS's Travel Information System (TIS)
- Integration with RTS's Automatic Passenger Counters (APC)
- Integration with RTS's Operations software
- Integration with RTS's existing Geographic Information System (GIS) database of routes and stops
- Migration of existing scheduling data from Fleet-Net

Can you please provide us with Interface Control Documents for these interfaces? Secondly, is it the proposers responsibility to get 3rd party license and services quotes from the above, and if so, can we please have the necessary contact information?

Answer2: 1st Bullet - Transloc, Inc 888-959-3120; please see note below regarding status of TIS vendor.
2nd Bullet - Urban Transportation Associates 513-961-0099
3rd Bullet - Fleet-Net Corporation 727-344-4034
4th Bullet - ESRI 800-447-9778 (personal geodatabase (GDB))
5th Bullet - Fleet-Net Corporation 727-344-4034

Question3: Based on question 2, if we are required to get 3rd party quotes, can you please consider extending the proposal due date since we will need to contact each vendor and request pricing?

Answer3: Proposers will need to contact vendors directly to obtain this information. Yes, it is the proposer's responsibility to acquire this information. Please note that RTS is also releasing an RFP for a TIS solution at this time. This may result in RTS using a different vendor than Transloc in the future. As part of your proposal, please indicate the TIS/Automatic Vehicle Location (AVL) vendors you are able to interface with and whether there are cost differences for this interface between the vendors. Additionally, please state how you propose to handle this situation if RTS's new TIS vendor is not known until after this contract is awarded.

Question4: There seems to be some missing data in the section below:

7.2 Cost Proposal

Proposers are required to submit their price proposals using the Price Summary Form presented in Appendix 1. Cost Proposal and Appendix 2. Optional Component Cost Summary. Proposers shall submit a cost for each line item, as well as a total cost for each solution and a total cost for the entire proposal. The operation and maintenance cost shall include and detail all anticipated sources of ongoing costs, including, but not limited to: royalties, software license fees, technical support, training, rentals, interface surcharges, or anticipated replacements. If the proposer offers a hosted solution, as well as a non-hosted solution a version of Appendix 1 and Appendix 2 shall be submitted for each.

The cost proposal shall include all individual cost details of the proposed services, estimated hours of work by key staff, and individual hourly cost for staff, and total costs (Fixed firm); include and identify expenses and taxes separately.³⁴ The Proposer shall modify or clarify entries in **Error! Reference source not found.** and **Error! Reference source not found.**, as necessary, so that the price summary represents the total cost to provide the solutions. The total cost shall include all incidentals associated with the hardware and software, such as mounting hardware, cables, fasteners, brackets, and housings. RTS shall not incur additional costs for any additional equipment, services, shipping, handling, communications, installation, or testing.

Answer4: The broken references refer to Tables 2 Mandatory Component Price Schedule and Table 3 Five Year Maintenance and Support Costs.

Question5: Is the intent of this RFP to also procure Computer Aided Dispatch software and hardware for Automatic Vehicle Location?

Answer5: No, that is occurring in a separate RFP. The proposer of this RFP is only responsible for integrating with that solution. See prior addendum for additional information.

Question6: In order to provide a competitive cost effective proposal that will benefit RTS first, we need to solicit 3rd party quotes for the required hosting requirements and hardware which is a time consuming process. Can RTS grant at least a 3 weeks extension to the proposal due date?

Answer6: RTS will grant a 4-week extension to the proposal due date.

Question7: In order to provide our recommendation to the number of central system and mobile workstations upon which the system shall be installed and accessed simultaneously as per the RFP, Please provide us with an estimated no of users who will use the system on a daily basis and who will simultaneously access remotely.

Answer7: See Answer1 above.

Question8: Item #4.3 of the Functional Requirements discusses an interface to Fleet-Net Operations Software. Do you have a specification or interface control document that describes the required interface?

Answer8: See Answer2 above for clarification to this type of question.

Question9: Item #4.4 of the Functional Requirements discusses an interface to Time Table Publisher. Do you have a specification or interface control document that describes the required interface?

Answer9: See Answer2 above for clarification to this type of question.

Question10: Please further explain matrix item 15.5 “Able to load simultaneously multiple vehicle schedule scenarios (for comparison, for copying trips from one to the other, etc.).”?

Answer10: This requirement refers to the ability to simultaneously work with multiple versions of a route’s schedule for a particular time period. For example, in preparation for an upcoming service period RTS may develop one version of a route’s schedule that has the route starting at 7AM and ending at 8PM and another version that has the route starting at 8AM and ending at 9PM. In meeting this requirement, the proposer’s system would allow both such schedules to exist, RTS to copy trips between the schedules, and ultimately select one for implementation.

Question11: Can we use RTS existing VM environment?

Answer11: GRU IT uses a VM environment if the server is going to be housed with them it will be a virtual server.

Question12: Where will the central system components (servers, etc.) be located?

Answer12: The server will be hosted in the RTS Server Room, unless the decision is made to virtualize it, in that case it would be in the GRU IT virtual environment.

Question13: Are questions in Appendix 7: Standard Technical Questions to be answered as part of the proposal submission or as part of the System Design/Configuration Plan within 30 days of NTP as indicated in section 5.6.2 of the Technical Specifications?

Answer13: The questions are to be answered as part of the proposal submission.

Question14: Will the scheduling software servers be incorporated into an existing network-based backup-environment?

Answer14: If the server is housed at RTS a new network managed backup device will need to be provided. (SAN or NAS) GRU is already setup with an offsite Disaster Recover server room. They utilize VMWARE’s high availability and multiple SAN’s devices. RTS would need to create one if the server were to be housed here. TMS has a server room offsite that would be capable of housing another storage device and could connect into the City’s Existing Infrastructure. GRU IT will not be able to backup any data storage systems outside of the GRU IT data centers.

Question15: Does RTS and/or the City of Gainesville maintain an existing disaster recovery (DR) facility that will be utilized by the scheduling software central system components? If so, please describe (location, connectivity, existing server, storage and communications features, existing failover technologies utilized, etc.).

Answer15: If the server is housed at RTS, we will need to make sure that a backup storage device is provided. (SAN or NAS)

Question16: What is the functionality of Time Table Publisher? Please provide examples of the schedules exported from this application.

Answer16: Time Table Publisher transforms raw schedule data into traditional time table format that is found in printed material and transit websites. Information on this software is freely available online.

Question17: We would like for the RTS/City of Gainesville to consider granting an extension of the deadline for the receipt of proposal to 90 days.

Answer17: See response to Question6 above.

Question18: Does the RTS/City of Gainesville have a projected budget for the project?

Answer18: Proposer shall offer best price that satisfies all the requirements specified in the RFP.

Question19: Can a vendor bid only a portion of the RFP? In Fleet-Net's case only the software portion of the project.

Answer19: Yes, but the evaluation will be based upon the entire RFP.

Question20: 5.2.1 – Corporate References – Appendix 4 Questionnaire (page 16) – since there is a 75 page requirement for the technical proposal – are the Reference Questionnaire included in that or can they be added on as an Appendix?

Answer20: As stated in the RFP (7.3, page 68), required forms are excluded from the 75 page count limit.

Question21: 5.2.2 – Team References – (page 16) – Are team resumes to be included in the 75 page requirement?

Answer 21: As stated in the RFP (7.3, page 68), required forms are excluded from the 75 page count limit.

Question22: Section 3 Proposal Forms – B. Qualifications/Statement of Qualifications (pages 8 & 9), there seems to be some missing information as to how the proposal should be laid out. Under Proposed Solution Overview, the numbering begins at 4.1 so it seems that something is missing. Also there seems to be redundant information on under Section 5 – Corporate Capabilities & Submission Requirements (page 15 to page 16). Is there a particular format as to how RTS would like the proposal outlined?

Answer 22: No information is missing. See section 7 of the RFP for guidance on proposal format.

Question23: Section 6 – Functional & Technical Requirements (matrix pages 47 to 66) – does RTS want the matrix in be included as part of the 75 page maximum?

Answer 23: As stated in the RFP (7.3, page 68), required forms are excluded from the 75 page count limit.

Question24: Appendix 7 – Standard Technical Questions – can this be included as an appendix to the technical proposal?

Answer 24: Yes.

Question25: Is there a DBE Requirement?

Answer 25: RTS has a DBE goal but there is not a race conscious DBE contract goal.

Question26: Hardware, is this referring to server and workstation or for future purposes like AVL and such?

Answer 26: Server and necessary workstation – whatever hardware is required for this install, not for AVL equipment.

Question27: There is information about fleet defects – is this for scheduling, nothing new onboard bus?

Answer 27: Yes.

Question28: Regarding server and pc – are you wanting to replace all your current hardware in that respect or are you fine with the equipment that you have?

Answer 28: There is an expectation for you to demonstrate that whatever hardware you are proposing is required. If our existing equipment is sufficient for the software, then we are not looking to replace it. It is likely, on the server side that we would need an upgrade or addition but the proposer would indicate that in proposal.

Question29: For vendors to compare apples to apples it will be difficult unless you detail information on what the server and workstation you currently have.

Answer 29: For GRU IT provided virtual servers we can likely accommodate whatever virtual CPU and RAM needs there are. However, if too extensive then additional purchases for underlying hardware will need to be made but that would be at GRU IT specification and through their channels; who pays for it will be determined in the future.

Question30: Infrastructure services minimum technical requirements (Appendix 6) – is that what is currently in place or is that what you want?

Answer 30: Appendix 6 is the City's IT Standards for what is required if you are going to provide hardware to us.

Question31: But that is not necessarily what you have in place now?

Answer 31: Not necessarily but mostly if not entirely true – the standards indicate what our environment has and what we can provide/support.

Question32: Can you provide your current system information; for example, the age of current servers may or may not be sufficient.

Answer 32: Yes. See Answer29 above.

Question33: Do you prefer a hosted or non-hosted environment?

Answer 33: Not sure at this point. If you have a hosted environment provide the information and what shortcomings/benefits it may have.

Question34: 5.2.1 Talks about references and resumes. Are those references and resumes going to be included in the 75 page count?

Answer 34: Refer to 7.3 on page 68 "... shall not be more than 75 single-sided, typed pages (excluding any required forms, requirement compliance matrices, and staff resumes)...".

Question35: Functional technical requirements, pages 47-66, that is the matrices, are they included in the 75 page maximum as well?

Answer 35: As stated in the RFP (7.3, page 68), required forms are excluded from the 75 page count limit.

Question36: Do you have a budget range?

Answer 36: See Answer18. We want proposers to give us their best price.

Question37: Are you using partly federal monies as well?

Answer 37: Primarily federal funding.

Question38: If we provide a hosted solution how do we met the DBE requirement being achieved?

Answer 38: RTS has a DBE goal but there is not a race conscious DBE contract goal.

Question39: Your evaluation criteria, is there any weights assigned to each of the sections?

Answer 39: There are weights, but FTA only requires that we state the criteria in order of importance.

Question40: Regarding Oral Presentations, do you expect vendors to demo a live system – what do you mean by “live”.

Answer 40: We do not want PowerPoint images.

Question41: Hardware (IT) very detailed components in section 5.6.2.1.1 says to submit manufacturer model, serial, and part numbers for proposed equipment. Are you referring to system design? That could change by the time you get to the actual award part.

Answer 41: Once a contract is in place, the awarded proposer should tell us what we are getting for inventory purposes.

Question42: RFP alludes to future purchase of AVL and so forth. What kind of timeline are you looking at for that?

Answer 42: Expected to be released by end of next month.

Question43: Currently you have TransLoc.

Answer 43: Yes, it has basic traveler information system. That would be what we would be going out to bid for with optional CAD component.

Question44: You’ve already acquired the federal grant for that purchase as well?

Answer 44: Yes.

Question45: So, in regard to the AVL when you do acquire that you would want a two-way interface between it and scheduler for back and forth?

Answer 45: Yes.

Question46: So you are also looking for that in this RFP: importing in APC and AVL data? Is that data consolidated now in a data base and being pushed anywhere?

Answer 46: No, right now our APC data is not integrated with our current scheduling software.

Question47: *Paraphrased:* Are you concerned that we will provide you a price to integrate with one vendor and you pay it and then after your RFP you have a new vendor have to pay us for integration.

Answer 47: See Answer3 above.

Question48: Optional Component – is that going to become a requirement at some point?

Answer 48: It is optional; we are just looking to get a price and the degree to which you satisfy it. We could add it to the contract if we have the funding.

Question49: Are you open to vendors providing both options – hosted and non-hosted?

Answer 49: Yes.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 4 by his or her signature below, **and shall attach a copy of this Addendum to its proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 4 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF _____
GAINESVILLE

FINANCIAL SERVICES
PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

CITY OF GAINESVILLE
GENERAL GOVERNMENT PURCHASING DIVISION
(NON) MANDATORY PRE-BID CONFERENCE

Fixed Route Scheduling Software
DATE: September 16, 2015 @ 9:00 AM LOCAL TIME
BID #RTSX-160004-DS
DUE DATE: October 1, 2015, AT 3:00PM

YOUR COMPANY'S NAME, ADDRESS &
PHONE NUMBER

1) Matthew Miller - RTS

PHONE # () _____

YOUR SIGNATURE, PRINTED NAME,
EMAIL ADDRESS & FAX NUMBER

Matthew Miller

SIGNATURE
Matthew Miller

PRINTED NAME
E-MAIL: _____
FAX # () _____

2) Scott Walsh - INIT

PHONE # (407) 473-0957

Scott Walsh

SIGNATURE
Scott Walsh

PRINTED NAME
E-MAIL: SWALSH@INITUSA.COM
FAX # () _____

3) Christina Navales - Fleet-net
Las Vegas, NV
1-800-258-2767
PHONE # () _____

Christina Navales

SIGNATURE
Christina Navales

PRINTED NAME
E-MAIL: FNC_east@KNOWLOGY.net
FAX # () _____

4) Susann Poggioli
Enghouse
PHONE # (602) 896-3425

Attended via telephone

SIGNATURE

PRINTED NAME
E-MAIL: spoggioli@enghouse.com
FAX # () _____

5) _____

PHONE # () _____

SIGNATURE

PRINTED NAME
E-MAIL: _____
FAX # () _____