



TO: All Prospective Bidders

FROM: Cynthia Shea-Luzik – Manager, Procurement Services

DATE: 4/18/2023

RE: ADDENDUM #2 RFP 23-SCSU-02 – Shuttle Bus Services

NOTICE TO ALL BIDDERS:

1. Please see attached answers to questions submitted.

Southern Connecticut State University

Shuttle Bus Services - Q & A

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Current Contract + This RFP

Q1: Which contractor currently operates SCSU Campus Shuttle Service?

A1: First Transit currently operates SCSU Campus Shuttle Service

Q2: How many participants are invited to bid on this opportunity / RFP?

A2: This RFP has been posted on the State of CT Contracting Portal – CT Source website. Any Vendor may submit a proposal for consideration.

Q3: What role will pricing play in the decision?

A3: As stated in the RFP, Pricing will be considered as one of the evaluation criteria. Please refer to the RFP for all criteria that will be considered as part of the evaluation process.

Q4: Do you have a minimum contract participation for DBE or MBE businesses for this RFP? If so, what's the scoring criteria?

A4: No, there is no DBE or MBE requirement.

Q5: When do you anticipate awarding this contract?

A5: The contract award will be made as soon as possible following the evaluation process.

Q6: What's the official or expected start date for this contract?

A6: The contract is scheduled to start on 8/1/2023.

Q7: Please indicate whether there will be optional renewal years for this contract?

A7: Yes it is expected that the final contract will have a renewal option.

Set-A-Side

Reference Section: **Section 2.5 SET-A-SIDE:** *This RFP is restricted to State of Connecticut Certified Small and Minority Owned Businesses. A copy of your Certificate of Eligibility issued from the Department of Administrative Services (DAS) Supplier Diversity Program must be submitted with your proposal.*

Q8. Would SCSU allow bidders to take exception to this requirement as part of their proposals?

Q9. Will the University allow the bidder to partner with a small business in order to provide proposal?

Q10. Will NON-CT certified small and minority owned businesses be considered?

A (8-10): This procurement is NOT limited to Certified Small and Minority Businesses. All vendors are welcome to submit a proposal.

Facility Usage

Reference Section: **Section 2.15 INSPECTION:** *The awarded Contractor's working supervisor must inspect the job site continuously throughout the day to ascertain that all personnel are performing in accordance with the specifications of the contract. The working supervisor shall also be available to perform a walk-thru with the Agency rep(s) at times determined by the University.*

Q11. Based on Section 2.15, for day-to-day management, will SCSU provide:

1. Office space for personnel (contractor --- supervisor & dispatchers)
2. On-campus parking
3. A Maintenance shop for day-to-day management
4. Break Space for drivers
5. Facility Usage

A11:

- **There is no on-site office space for personnel.**
- **On campus parking is available.**
- **No maintenance shop**

Q12: If office space is available, would it be provided or available to rent?

A12: N/A

Q13: Can the current fleet remain housed at a University designated location through the duration of the contract? Is the location secure? Is there driver parking at the location?

A13: **Yes, there is parking for the fleet on campus. It is not fenced but is monitored by campus police.**

Q14: Is the vendor required to provide a facility for maintenance and parking of buses?

A14: **Parking is available on campus but there is no facility for maintenance.**

Current Fleet + Future Fleet Expectation

Q15: Section 2.12 Fleet states that there are 11 buses dedicated to SCSU University. Please clarify the quantity of buses the Contractor must provide as part of this RFP.

A15: The University's intention is to purchase five (5) new buses during the first year of the resulting contract.

Q16. Page 10 (counting the cover page), list questions and answers: question 1, how many shuttle buses is SCSU looking to buy? Answer, 5. Clarification, Is the 5 shuttles referred to as being replaced, purchased by the vendor or vendee? We would be looking for lease New/newer shuttles to the university.

A16: See answer 15, above. The University would purchase the new shuttles.

Q17. Are we required to purchase your current buses, or can we simply provide new buses?

A17: No, there is no requirement to purchase the University's current fleet.

Q18. Would the current fleet need to be purchased prior to starting the contract? Or, as part of the fleet replacement plan?

A18: See answer 15, above.

Q19: Does SCSU have any current vehicle up time issues with the existing fleet or are all vehicles in operation today without major issue?

With a service launch date targeted in mid-August, this information would be critical to determine what of the existing fleet is operating reliably today and how long we can forecast operating the existing equipment before new vehicle replacement and/or electrification transition.

A19: The buses in the current fleet are operational except for one.

Q20: Utilization of used vs. new fleet. Is there a maximum mileage and vehicle age restriction on the vehicles to perform this contract?

A20: No

Q21: Each vehicle in the provided list appears outside their respective Altoona lifecycles of 7 years for cutaways and 12 years for the larger transit buses. We assume that SCSU only intends for the provider to temporarily operate these vehicles until their new fleet arrives, which is about six (6) months based on current manufacturer delivery timelines, and have a complete fleet replacement in place in the first six months of operation. Is this assumption correct?

A21: The University intends to purchase five (5) new shuttles during the first year of the contract. The Awarded Contractor would continue to operate the buses from the current fleet during that time.

Q22: Does the University have an expectation of the value of the fleet to be purchased?

A22: The University will be looking to procure new buses which meet its specifications at a competitive price.

Pricing + Costs + Scheduling

Referencing: Section 2.11 CURRENT PROFILE states, “during the winter and summer sessions, the shuttle service operates on a reduced schedule.” The chart in Section 2.11 states, “no Summer session.”

Section 2.13.10 *The awarded Contractor must be flexible in adjusting shuttle services based upon forecasted weather conditions. Observations of the University’s current shuttle services reflect a decline in passenger ridership when weather conditions are favorable (sunny, mild); thus, a reduction of shuttle services under these conditions should be considered. Conversely, the awarded Contractor shall consider enhancing shuttle service operations when weather conditions are adverse (rain, snow, extreme cold).*

Q23: The chart in Section 2.11 states, “no Summer session.” Can SCSU please provide some information on the schedule and/or number of billable hours from the Summer of 2022 and the Winter session 2022-23? If easier, billable hours from last year will suffice.

A23: There will be no Summer service required.

Q24: In reference to Section 2.11 SCSU SHUTTLE REPORT, could you please confirm that the 30 passenger transit buses are only used for the Union Station 1 (Mon-Thurs) route?

A24: Yes. This is correct.

Q25: Are all other vehicles, by route, accurate in ‘SCSU SHUTTLE REPORT’?

A25: Yes.

Q26: The fixed costs associated with this service depend entirely on how many hours SCSU operates per year. Reduced service hours result in the costs of the service not being fully funded. Would SCSU consider a fixed cost / variable pricing to allow bidders to bill the fleet on a 1/12th basis?

A26: Currently, the University is only billed for the actual hours that service is provided each month. The University does not intend to change this.

Q27. Can SCSU provide a pricing page to bidders?

A27: Proposers may provide pricing in any format however, the University desires to see pricing listed separately for Union Station to Main Campus and Wintergreen Garage to Main Campus runs.

Q28. What are the annual hour's bidders should base their pricing on?

A28: Please base your pricing on the SCSU Route Hours located in Section 2.11 of the RFP.

Q29: Are there any current plans to increase routes or service territory?

A29: No, not at this time.

Q30: Do you have an annual or monthly approved budget for these expenditures?

A30: The costs for this service is budgeted annually.

Maintenance Records

Q31. Will the university collect and provide any maintenance records (damage & repairs) with full visibility into the work and costs invested into each unit?

Particularly bus #s 3, 4, 5, 6, & 7 – We'd prefer to have some guarantee of this information being provided to ensure we can assume responsibility of the fleet with some degree of confidence.

A31: This information will be provided to the Awarded Contractor.

Q32. Have any liquidated damages been assessed under the current contract? Please specify.

A32: No.

Q33. Please provide the maintenance costs of the shuttles over the past 2 years.

A33: FY21=\$99,400, FY22=\$128,300

We do not have a complete number for FY23 however, there is \$140,000 budgeted for this FY.

Q34. How many incidents / accidents were there in the last 12 months on each service?

A34: In the past twelve (12) months, SCSU buses have been in four (4) collisions that were caused by other vehicles.

Vehicular Specifics

Q35: What length of bus is desired/acceptable? 30-pass does not give us the length, nor does the VIN decoder give us much of any detail on existing unit. EZ-Rider II units are 30' with max seating of 30 pass, however when going with EV alternative, the seated passenger capacity drops to 27 on their 32' model.

A35: The University is open to smaller capacity except for the bus that will be used for the Union Station runs. We would prefer to keep that bus at the current capacity.

Q36: Which is more important? 30 seated passengers or maximum length of vehicle?

A36: See response to #35 above.

Q37: Does SCSU have any known restrictions on vehicle length/size within the existing routes?

A37: See response to #35 above.

Q38: What is required in a replacement for 6/1 ADA vans? The Goshen product is a cutaway, not a van.

A38: The proposed replacement should be similar.

Q39: Is there a minimum number of seated passengers that must be accommodated? 6 + 1 w/c passenger?

A39: No. There is no minimum.

Q40: Would a minivan option be considered?

A40: No, the University would not consider this option at this time.

Q41: Regarding bus wraps, it is understood that the service provider will need to coordinate and include the installation into the proposal. Can SCSU please confirm that they will provide the design, and not the actual vinyl wrap itself?

A41: Yes. The University would only provide the design.

Q42. Do all provided vehicles need to be ADA-equipped to meet ADA standards for bus transportation?

A42: No, they do not.

Q43: Would Southern CT University consider at least one of the buses to be ADA compliant in the event of any unexpected handicap riders?

A43: No, it does not.

Q44: Who might own the infrastructure/equipment?

A44: The University owns the buses.

Q45: Does SCSU have a vehicle spec sheet for items that are required?

- LED Destination signs
- Bike racks
- Specific color patterns for interior
- Seating
- Flooring
- Overhead luggage racks

A45: No, it does not.

Q46: What are the specs on the E-450 units SCSU has currently? Additional specs such as above?

A46: Specs on the E-450 units were unable to be located.

Q47: Section 2.13.4 states the fueling of all non-state-owned vehicles shall be the responsibility of the awarded Contractor. Currently, SCSU provides fuel for the SCSU fleet. Is SCSU continuing to provide fuel, or will the Contractor be responsible for the fuel for the vehicles?

A47: Yes, the University shall provide fuel.

Q48. If any SCSU owned shuttles are used by the vendor, will the fuel and maintenance cost be incurred by SCSU?

A48: Yes, it would.

Q49: Regarding a carbon-neutral fleet, how might the university foresee electrification taking place? Would chargers be installed on campus?

A49: Yes, if the fleet were to become electric then the University would install it's own charging stations.

Q50: Could more information be provided on the inclusion of low-carbon vehicles and what SCSU desires? To the best of our knowledge, there are no hybrid cutaways on the market, and all-electric cutaways have a lead time of more than 12 months. Please expand on the quantities and bus types with specifications on what SCSU intends for contractors to provide the University.

A50: The University is looking for creative, cost-effective solutions. All proposers are encouraged to provide solutions that would be appealing to the University based on the information provided in the RFP.

Q51: Should SCSU intend to incorporate all-electric buses into their bus fleet, infrastructure items such as transformers and switchgears have up to 2 years to receive. Does SCSU have any current plans to install any infrastructure on the campus?

A51: No, not at this time.

Drivers + Staff

Q53: Is there a requirement to obtain the current staff? If yes, please provide list of employees and their pay rates under this contract so that we can budget accordingly.

A53: No, there is not.

Q54: Is the current work force union?

A54: The workforce is provided by the current Contractor.

Q55: Is there an organized labor agreement and, if so, can you provide a copy of it?

A55: No, there is not.

Q56: What is the current number of hours for the dispatchers and drivers?

A56: Drivers work Monday thru Thursday from 7:00 am to 11:00 pm and Friday 7:00 am to 5:00 pm. Dispatchers are on duty at all times that the University is in operation.

Q57: What is the average wage of the Dispatchers and drivers work force?

A57: The drivers have a starting rate of \$25.00 per hour.

Q58: The drivers currently have a starting rate of \$25.00 per hour and increase to \$25.50 on June 1, 2023; we assume SCSU expects bidders to have pay rates at or higher than these levels to ensure wages are at market levels, is this assumption correct?

A58: Wages paid should be at market levels.

Other Questions

Q59: Do you foresee the operator being a facilitator/project manager while you own the cost and utilize their in-house facilities team to support?

A59: Yes.

Q60: Will the client use the fleet for any other service or events?

A60: Yes. We will often use the buses for events on campus or to occasionally take students to off campus locations.

Q61: How many days' notice will the client give to contractor to reduce/increase service?

A61: To date, there is no set time. This has been an informal arrangement between the current Contractor and the University.

Q62: Does SCSU require the Contractor to provide real-time AVL and reporting for the shuttle services? If so, please provide more details of the requirements.

A62: Yes. Reporting requirements will be discussed with the Awarded Contractor.

Q63: To promote consistency between operators' proposals, please indicate what type of technology would the university like to have in place for these charter services? such as:

- Live Mobile app to share live locations of each bus, routes, schedules etc.
- Automatic Passenger Counters
- On board safety cameras
- Ridership reporting
- Rider's rating capabilities

A63: The University does not require on-board cameras or rider's rating capabilities. We would like the other items on this list. However, all proposers should feel free to present any additional options that they would like the University to consider and can provide.