



Addendum #1

Transit Services - Development of a Rural Transportation Authority in Northwest Colorado

Issued September 15, 2022

To All Planholder-

This is our response to question asked during the open question session of the RFP.

1. Can you please give us the total budget or budget for each separate procurement?
We noticed that there are three separate CDOT 5304 awards for Steamboat, Routt County, and Craig. With local match, these 5304 awards are typically \$50,000 each which would indicate a total budget of \$150,000. Knowing if this budget assumption is correct or if there is additional local match available to increase the budgets would help inform many of our other questions herein around SOW.
Answer- The City of Craig has a budget of \$50,000 for the project. This is a not to exceed budget, as there are no additional funds. This project is in conjunction with the projects being proposed by Routt County and the City of Steamboat Springs. However, for grant tracking purposes, costs will need to be individually allocated to each project.
2. Given that the first 17 bullets under the SOW are the exact same across the three RFPs, is it the intent of the three issuing entities to award to a single proposer for all three RFPs? It is understood that a single firm is most likely to bid on all three projects, due to the overall singularity of the goal. However, it is also a possibility that a firm might have singular expertise in a specific area and wish to partner with other firms that have expertise in other aspects of the individual RFPs. If so, how do you envision receiving proposals on the pieces of SOW that are unique to each RFP? If the three agencies involved with the overall project receive unique proposals from different firms, it will be discussed during the negotiation process, the expectation for collaboration and cooperation with different firms. However, there is no expectation of the sharing of proprietary methods or technology. If not, how do you envision avoiding duplication of the SOW with multiple consultants performing those 17 common elements of SOW? As the project commences, The City of Craig, Routt County and the City of Steamboat Springs will be closely working with each other to promote the overall success of the project. As part of this effort, discussions will be taking place between the three partners to minimize duplication. In this scenario, would there be one managing consultant? It is anticipated that the firm that can provide the most aspects of the RFP would be the managing

consultant. As part of the selection process, a firm's willingness to collaborate will be a point of emphasis.

We believe it would be awkward to have two or three consultant teams duplicating the 17 common aspects of the SOW and would suggest combining all SOW elements from the three RFPs into a single RFP that is supported by all three entities but with one entity in the lead role. It could then be possible to coordinate project billing division in line with how the 5304 grants were awarded.

Answer- Because of the way in which the grant is written, a separate RFP was necessary for all agencies. Once responses are obtained, a scope of work will be written that promotes the combination of product to avoid duplication and specify expectations.

3. As many of the SOW elements are broad and could be wide-ranging in scope and associated budget requirements, can you please provide more specificity around the following?

Public Outreach – Can you provide number of outreach activities envisioned - number of stakeholder meetings, number and type of community events, number of focus groups, number and type of surveys (e.g., onboard bus surveys, online surveys, intercept surveys), and extent of public polling (statistically valid polling, phone or email polling, etc.)? We will be relying of the firm(s) to propose what they think the most effective methods will be to achieve the goal of determining the potential validity of a Regional Transportation Authority within the constraints of the budget. It is anticipated that the firm(s) will have the experience and expertise to help guide the agencies into the best possible efforts to gain the anticipated overall result.

Partnership Agreements – Can you provide how many different partnership agreements you are expecting to be developed and to what level of detail? As we begin the process of entertaining the development of a Regional Transportation Authority, at least three partners are involved (City of Steamboat Springs, Routt County and City of Craig). As part of the outreach process, it is anticipated that other agencies will be invited to consider joining and it may be determined that an originating partner(s) is not able or interested in joining once the elements of the partnership become clarified. Is it the intent to have successful proposers develop agreements that are ready for signatures with fully developed legal language? It is expected that the firm would assist the legal representatives in developing legal language, but the final legal language would be developed by the Agency's legal representative(s). Would the successful proposer be responsible for negotiating the exact language among the parties and coordinating execution of the agreements? It is anticipated that the firm will assist in giving advice, examples, best practices and exact language from successful RTAs. The development of exact legal language for a potential RTA in the Yampa Valley will be done by the Agency(s) legal representative(s).

Needs/Gaps Assessment and Identification and Analysis of Effectiveness of Strategies – In the RFPs, the requested strategies to be analyzed includes everything from roadway strategies to air services. Is it possible to limit this analysis to only public transportation elements? No.

Depending on the final partnership(s) the inclusion of agreements with private air carriers for seat guarantees may be an element. Or can you provide more details around what level of assessment and analysis is expected for all of the potential strategies listed? In the initial part of the project, it is expected that a general outline of potential strategies will be given. For example, a 6' wide hard surface trail costs approximately "X" per mile to build and "X" per mile to maintain annually. A paved roadway costs approximately "X" per mile to build and "X" per mile to maintain. A commuter bus costs approximately "X" in capital expenditures and "X" to operate per mile/hour. A commuter train costs approximately "X" in capital expenditures and "X" to operate per mile/hour. Alternatively, could a maximum number of strategies to assess

and analyze be stated? It is anticipated that specific strategies will be focused on after the initial general estimates are given and when potential partnerships are better defined.

Capital and Operating Cost Estimates (City of Craig RFP) - In the RFP, the requested cost estimates to be analyzed are unlimited and include everything from subways to roadways to buses to air service. Is it possible to limit this analysis to only public transportation elements? Because private operators may be involved in providing some aspects of transportation, this project cannot be limited to just public transportation. Or can you provide more details around what level of cost estimation is expected for all of the potential projects listed? It is anticipated that the firm will be quickly able to guide the agencies to a limited number of potential projects to be focused on. Through the firm's guidance, outreach and polling, a scope should become focused on what the partnering communities are willing to support and what expectations are realistic. Alternatively, could a maximum number of capital and operating projects for cost estimation be stated? It is anticipated that guidance from the firm, based on generally accepted estimates will quickly narrow the focus of potential projects.

RTA Formation Elements (City of Steamboat RFP) – Can you provide the number of operational and financial agreements you are expecting to be developed and to what level of detail? At the start of this process, no. Three potential partners are identified at this point (City of Steamboat Springs, Routt County and City of Craig). Outreach at the start of the process may identify and/or refine the number of partners moving forward. Is it the intent to have successful proposers develop agreements that are ready for signatures with fully developed legal language? No. It is the intent to have the firm work closely with the legal representatives of each partner to identify and draft agreements. The final agreements, ready for signatures would ultimately be authored by the legal representative of each partner. Would the successful proposer be responsible for negotiating the exact language among the parties and coordinating execution of the agreements? They would assist and advise on suggested language based on the firm's knowledge and background as well as the language and agreements from successful similar projects. Is it desirable to have an attorney or law firm help support this task (and to what extent)? That will be possible, but because the firm will not be responsible for the final language, it is not anticipated. There may be a need for advice from an attorney for the best practices on developing language, agreements, and final legal documents.

Generally, many of the elements of the SOW as currently written could require significant budget without some limits around the quantity and level of detail envisioned for these elements.

Answer- It is anticipated that the firm will provide expert advice and recommendations that will assist in narrowing down and focusing the project to specific targets. The development of legal agreements, ballot language and other legal issues will commence as one of the last steps of the overall project and should be refined and clearly defined as the project moves forward.

4. Would you consider email submissions (or Bidnet) instead of the current requirement of four signed mailed originals?

Answer- Yes, The City of Craig will accept email submissions but not Bidnet. Emailed proposals should be sent to lwhite@cityofcraig.org by the submission deadline.

5. What is the ideal project completion timeframe from start to finish?

Answer- The goal at this point is to develop a product that could be put on the ballot for a November 2023 election. However, it is the goal of the agencies involved to develop a good product rather than rush something to the electorate. It is anticipated that the project will be complete by the end of calendar year 2023.

6. Is there a page limit?

Answer- No.