



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

**June 09, 2021**

Please find the following addendum to the below mentioned RFP.

**Addendum No.:** 1

**RFP#:** 21-11-3

**Project Name:** STAR Transit Urban Operations 2021

**Quote Due Date:** Wednesday, June 16, 2021

### **QUESTIONS & ANSWERS:**

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**Question 1:** Part 1. Item H. - What exactly is needed as references? We have not provided transit services for 5 other jurisdictions.

**Answer 1:** Five (5) references are not required. Please provide references for similar transit operations projects.

**Question 2:** Attachment A. Item 1. Vehicles. - Will there be 10 new vehicles provided or just replacement of the 10 current vehicles the parish obtained 6 years ago?

**Answer 2:** There will be 10 new vehicles to replace the current 10 parish owned vehicles. The current vehicles may be used as spares or continue to be used in service if the vehicle has not reached its FTA regulated useful life. The vehicles that are over the FTA regulated useful life will be removed from service and disposed of based on FTA and Parish regulations.



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Question 3: Attachment A. Item 1. Vehicles. - What is the parish's schedule of replacement of current vehicles? We are asking for actual dates.

Answer 3: The Parish expects to replace the vehicles in the first quarter of 2022. The Parish cannot commit to an actual date for vehicle purchases at this time. The Parish will purchase the vehicles off of the State of Louisiana contract.

Question 4: Scope of Work A/Attachment H; Buy America. - Does this apply to rolling stock purchased with contractor's money as opposed to parish money?

Answer 4: Buy America is required for all vehicles used in transit operations that are funded by the Federal Transit Administration. Buy America is required on rolling stock purchased with Contractor's money.

Question 5: On page 6 under performance requirements it states "Should a spike in fuel occur, it will be addressed on a case by case basis by the parish. "Can we have more clarification on this and an example?

Answer 5: The Parish will pay the contractor up to \$80,000 a year for fuel. Once the \$80,000 has been expended, the contractor will be responsible for 100% over the \$80,000 amount. At this time, the average price of a gallon of gas in the area is \$2.67. If this amount was to substantially increase at any time during the contract, the Parish would be willing to negotiate increasing the \$80,000 annual fuel allowance.

Question 6: Clarify project budget. Does the 5,760,000 include purchase of 10 vehicles and/or fuel estimates?

Answer 6: The Parish will purchase vehicles with funds that are not included in the project



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budget.

Question 7: Is that amount that is budgeted to pay the contractor per year?

Answer 7: The \$5,760,000 budget is for the 3 years of the contract.

Question 8: Annual project estimate?

Answer 8: The annual project estimate is approximately \$1.7 million to \$1.9 million.

Question 9: Does this include fuel/vehicle purchase?

Answer 9: The Parish will provide \$80,000 a year to contractor for fuel. This is in addition to the contract amount. Vehicle purchases will be made by the Parish and not included in the contract amounts.

Question 10: Total trips in payment YTD?

Answer 10: The total number of trips YTD is 17,604.

Question 11: Are there any case studies, research reports, or findings relating to St. Tammany's urban transportation available for review?

Answer 11: The most recent transit study was completed in 2013. The data in this report is outdated and would not provide assistance in this RFP.

Question 12: Software currently utilized?

Answer 12: Route Genie is the software currently utilized.

Question 13: Acceptable software platforms? (Is the new contractor forced to integrate with existing systems?)

Answer 13: The Contractor may choose the software platform that it believes fits the program's needs the best. The program is not forced to integrate into the existing system.



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Question 14: Maximum number of vehicles/routes in service/scheduled during 2019?

Answer 14: There were a total of 27 vehicles used during 2019. The Parish provided the current Contractor with 10 transit vehicles and the remaining vehicles were owned by the Contractor. The amount of vehicles used on a daily basis is to be determined by the Contractor based on capacity and budget constraints.

Question 15: Can we receive the actual amount paid to the current contractor including number of trips, hours, and vehicles for n2018, 2019, and 2020 as well as first quarter of 2021? (Broken down between Urban and rural as well as fuel or other reimbursements)

Answer 15: Please see the attachment.

Question 16: **Notice of Request for Proposals (pg.1):** In an effort to adhere with CDC guidelines in response to COVID-19, our company has transitioned to a work from home model. Accordingly, will the Parish accept digital signatures (verified through docuSign)?

Answer 16: No, please submit your response in accordance with Section 1.4 Proposal Submittal.

Question 17: **Notice of Request for Proposals (pg.1):** Further, considering business closures and shipping delays caused by the COVID-19 pandemic, will the Parish accept proposal submissions via email?

Answer 17: No, please submit your response in accordance with Section 1.4 Proposal Submittal.



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Question 18: **Attachment A, Scope of Work, STAR Transit Urban Service (pg. 23):** The RFP states that the “Parish has funding constraints and the contractor will be required to work within the budget to provide as many trips as possible.” Can the Parish please share its total and annual budget for this procurement?

**Answer 18:** The Parish’s budget for this procurement is \$5,760,000.

Question 19: **Attachment A, Scope of Work, Local Match (pg.24):** Regarding the local match requirement, can the Parish confirm whether or not proposals will be accepted from firms who do not intend to provide or identify approximately \$600,000 annually for the remaining match?

**Answer 19:** All proposals will be accepted; however, the local match proposal is one of the evaluation criteria.

Question 20: **Attachment A, Scope of Work, General Operating Procedures (pg. 26):** Is the Parish interested in responses that include an app-based booking system in addition to phone booking? Under such a model, customers could request rides in real-time using a mobile application.

**Answer 20:** The Parish welcomes all proposals that include new technologies.

Question 21: **Attachment A, Scope of Work, General Operating Procedures (pg. 24):** Is the Parish open to using non-employee drivers where legal and appropriate? These drivers, for example, could be independent contractors that drive a designated fleet



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of branded vehicles, held exclusively for use on behalf of the Parish. Using contractor drivers allows for more flexibility in the scaling up and down of shift hours to match demand throughout the day. This operating efficiency generally reduces deadhead hours, reducing the costs for the Parish.

**Answer 21:** The Parish would be open to this approach as long as all drivers are properly trained and all FTA drug and alcohol testing requirements are met.

**Question 22:** **Attachment A, Scope of Work, Records and Reports (pg. 28):** We read the RFP to understand that the Parish strongly recommends the Contractor “use a trip scheduling and routing software.” Can the Parish please share the name of the trip scheduling and routing software used by the current Contractor?

**Answer 22:** The software used was Route Genie.

### ATTACHMENTS:

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1. Transit Yearly Breakout.pdf

**End of Addendum #1**

Transit Yearly Breakout

STAR TRANSIT--URBAN				
	2018	2019	2020	Q1 2021
INVOICING AMOUNTS	\$2,068,135.00	\$1,801,411.00	\$1,318,020.00	\$328,612.00
TOTAL TRIPS	70,998	73,260	33,077	5,633
SERVICE HOURS	34,569	29,699	20,413	5,317

STAR TRANSIT--RURAL				
	2018	2019	2020	Q1 2021
INVOICING AMOUNTS	\$411,071.00	\$431,022.00	\$361,544.00	\$69,099.00
TOTAL TRIPS	7,899	8,832	4,869	725
SERVICE HOURS	5,419	4,417	2,721	324