

ADDENDUM #1
May 31, 2024

Solicitation #2024-GenPlanning-002
Proposal Due Date – June 14, 2024 at 10:00 am (CST)

The Capital Area Transit System (CATS), Baton Rouge, Louisiana hereby amends the above referenced Request for Proposals (RFP) as follows:

1. **Reminder:**
Proposer is solely responsible for the timely delivery of the proposal and for ensuring that the delivery service (if mailed or courier) provides service to 2250 Florida Blvd. (front reception office only), Baton Rouge, LA 70802 between the hours of 8:00 a.m. and 4:00 p.m. (Central Standard Time) - Monday through Friday. CATS is not responsible for any delays caused by the proposers chosen means of delivery. Electronic proposals are accepted by email to: catsprocurement@brcats.com.
2. **Page 6, Item H. #6 Cost Proposal is to be deleted. No cost proposal is required.**
3. **Questions and Answers** are attached below.

CATS Official Responses to RFQ Questions Questions / Answers / Clarifications

The following questions were submitted in writing to CATS by prospective proposers. This document represents CATS official responses to written questions.

#	WRITTEN QUESTIONS RECEIVED	CATS OFFICIAL RESPONSES TO WRITTEN QUESTIONS
1	The RFQ says on page 16 “DBE firms are encouraged to submit qualifications as prime consultants or sub-consultants.” Could this mean that a subconsultant may submit an independent proposal without a lead? I would be very surprised if this is the case but wanted to check.	Yes DBE firms are encouraged to submit qualifications as prime consultants or sub-consultants.
2	Does CATS have a process whereby DBE companies can register their interest in serving as a sub and listing their qualifications? Other public agencies have similar.	No
3	What items are included in the 20-page proposal limit? Can resumes, forms & certifications, and DBE documentation be included in appendences that do not count toward the 20-page limit?	Refer to Page 6, Item H, #1. All information should be typewritten on plain, white 8½ x 11-inch bond paper and should not exceed 20 pages.
4	Are we able to submit via mail OR email or do we submit both ways?	Either way is acceptable.
5	Do the required forms count towards the 20-page limit?	Yes
6	Does the cost proposal count towards the 20-page limit?	The cost proposals are not to be submitted at this time with your proposal.
7	Do the key personnel resumes count towards the 20-page limit?	Yes
8	Differing number of years in different locations in RFQ – Would you like the references to be from the past 3 years or past 5 years?	For the past 5 years.
9	Page 17 – Do you want to see at least 3 prime references and then 3 references from each sub proposed on our team? Which DBE forms do you want included in our proposal?	CATS requires references from which you do business with, not the subs. All FTA DBE documents are required.

10	Page 5, Section B, "Failure to meet the stated goal at the time of proposal submission may render the Bidder/Offeror non-responsive."	Signing the Signatory Page indicates the vendor adheres to all requirements of this RFQ.
11	Is it sufficient for us to fill out the DBE forms for our DBE subs and simply state that we will seek to meet the 11% goal on each TWO assignments? Difficult to state an exact DBE utilization percentage on an on-call contract.	Yes, the vendors are to complete all the DBE forms which includes the Good Faith Efforts demonstration. Pages 62-66.
12	Pricing – Is staff/category rate info required at this time? If so, can you provide guidance on the format you would like to see for that info?	No.
13	Is an 11x17 pages allowed for schedule?	All submittals need to be on 8 ½ x 11.
14	Is an 11x17 page allowed for organization chart?	All submittals need to be on 8 ½ x 11.
15	The submittal is unclear on the requirements for a cost proposal, may you please confirm that a cost proposal is not included at this stage?	Cost proposals are not included at this stage.
16	In the scope, you state you are seeking alternative fuels that do not include electric batteries. Should we interpret this to mean an alternative fossil fuel, such as CNG, or is hydrogen an option?	Yes
17	In Part 1 (page 5), Period of Performance for the contract is 12 months. In Part 3 (page 16), term of service is through 12/31/2026. Which one is accurate?	The initial contract will be for a 3-year term, with an option of a two (2), one-year renewals.
18	Will each Task Order be required to meet the 11% DBE goal, or will CATS assign a goal for each task order on a case-by-case basis?	Each task order is to meet the 11% goal.
19	Will a proposer have the opportunity to negotiate minor changes to the terms and conditions of the RFQ to appear in a final contract upon selection?	TBD
20	Our corporation has a resolution already on who may sign contracts on behalf of our firm. May we submit that resolution showing the authority of our signer instead of a completed copy of Exhibit D?	Yes
21	Kindly verify if electronic submissions sent via email are deemed acceptable and confirm that a physical copy of our proposal is not necessary.	Yes, Confirmed
22	Do subconsultants need to complete any of the proposal forms? If yes, which forms are required?	No. Only prime contractors
23	Will there be interviews for the top candidates, and when will those interviews take place?	TBD

24	Will interviews be held in-person, or virtually?	TBD
25	Can the 20-page requirement be double-sided?	No
26	Are the Exhibits and DBE Forms exclusive of the 20-page limit?	Yes
27	The nature of a GPC contract is to allow the flexibility of tasks to be identified throughout the life of the contract. Can CATS define the tasks/scopes of work you want the firm to provide a cost(s) for?	No cost will be determined at this time. Task orders depends on the type of service needed and when.
28	Is the cost proposal to be as an attachment exclusive of the 20-page limit?	No cost proposals are needed at this time.
29	Please confirm that the page 62, noting the procurement of the North Transit Center with a goal of 11% DBE, should be signed, and included?	See the attached revised DBE form on page 62, excluding the North Transit Center title. This is for General Planning Consultants.
30	Can you clarify the verbiage under Proposal Receipt and Location, is an original required to be sent via mail/courier or will just an emailed proposal be accepted? Page 2 states "One (1) original should be sent via mail/courier in a sealed package bearing the name and address of the Proposer and the RFQ Number as indicated in the Notice to Proposers above. CATS will be accepting electronic bids/proposals via email at: catsprocurement@brcats.com – with a subject line: Solicitation # title of bid.	CATS will be accepting mail or courier proposals. CATS will also be accepting electronic proposals. Please list in your title the RFQ#. Either submission is accepted.
31	Are the cover page, table of contents, dividers, and exhibits included in the 20-page limit?	Cover page, table of contents are within the 20 pages. Exhibits are not included. Dividers are not included.
32	Can key personnel resumes be included in an Appendix?	Total proposal 20 pages.
33	It states that you intend to select multiple firms; what is your process for assigning task orders?	Once projects are identified, a request for quotes will be distributed to those top vendors for prices and the availability by the vendor to do the job.

34	Is there a waiver for Cyber Liability Insurance for DBE firms?	No. Cyber Liability insurance is not for all services. Depends on the service that is requested at the time needed.
35	Does CATS have automatic passenger counters (APCs) on any or all vehicles?	Yes, APCs are on all fixed-route vehicles.
36	Please clarify if the Schedule of DBE Participation on page 65 of the RFP is supposed to be submitted with our proposal or upon selection. If it is to be submitted with the proposal, please confirm that the total proposed price, total dollars of DBE participation and subcontract price (\$) can all be shown as percentages – as the overall total dollar value of the contract is unknown at this time.	Yes, DBE participation needs to be submitted with the proposals. However, no price is required at this time.
37	Do we need to include a detailed cost proposal as part of our RFP submission? If so, are there any specific guidelines or formats that you would like us to follow.	No cost proposals are needed at this time.



DISADVANTAGED BUSINESS ENTERPRISE (DBE)

General Planning Consultants

In connection with the Contract to be awarded as a result of the Solicitation to be issued by Capital Area Transit System (CATS) for the following procurement:

I hereby certify that I am the _____ duly
(Title)
Authorized Representative of _____
(Name of Firm)

(Address)

I do hereby assure CATS that I have read and am familiar with the requirements for Disadvantaged Business Enterprise participation by companies contracting with CATS and that it is the intention of the undersigned to meet such DBE goal.

I understand that CATS has established a goal of 11 % Disadvantaged Business Enterprise (DBE) participation on this contract.

I further understand that this goal percentage is based on the total dollar value of the awarded contract.

I hereby further assure CATS that the undersigned will complete and submit the SCHEDULE OF DBE PARTICIPATION form with this proposal and cause submission of the LETTER OF INTENT TO PERFORM AS A DBE SUBCONTRACTOR form prior to the execution of the contract. I understand that this company may not remain in competition unless the SCHEDULE OF DBE PARTICIPATION form is submitted or this company has met the requirements identified on the form titled DEMONSTRATION OF GOOD FAITH EFFORTS TO OBTAIN DBE PARTICIPATION, proof of which are hereby documented and submitted in lieu of the SCHEDULE OF DBE PARTICIPATION form.

Signature: _____

Print Name: _____

Date: _____