



# REQUEST FOR PROPOSAL FY19-R-008

*for*

## TRANSIT OPTIMIZATION STUDY

*for*

## DES MOINES REGIONAL TRANSIT AUTHORITY

### Addendum 2

---

**Date:** April 11, 2019

**Items Included in this Addendum:**

- **Answers to all questions submitted regarding this Request for Proposal**
  - **Including an updated call in list from the Pre-Proposal Conference**

**Des Moines  
Area Regional  
Transit Authority**

620 Cherry Street  
Des Moines, Iowa  
50309-4530

515-283-8100  
Fax 515-283-8135  
ridedart.com



1. Regarding stakeholder and public participation, is DART looking for the submitted proposal to propose a concept, a plan, or a deliverable?

*DART is looking for enough information that conveys what would be required for the project and the corresponding cost, including suggest. DART doesn't need a full Public Participation Plan – this would potentially be jointly developed with DART and the contracted consultant as the understanding of the needs and project improves (so it can be tailored to the project).*

2. Does DART utilize any technology regarding ridership and performance (i.e. Does DART collect any ridership data at the trip levels – either through APC's or other means)?

*DART does have APCs on the vehicles as well as a separate farebox system that collects information at stop, trip, and route level. DART also has on-time performance metrics, cost per pass, pass per hour, and other standard transit metrics. DART uses TransTrack as our back office database. We also manage our schedule and service in Trapeze Systems. All of the data is collected and integrated into the TransTrack databases. DART staff can prepare any data to share with the winning proposer.*

3. Does DART collect boarding and alighting data?

*DART currently has data for every trip performed. If there is a need to survey customers for preferences, or if there is a need for a specialized study for specific data or information, we could discuss the potential to perform one, but the study or survey would have to be in coordination with DART. DART performed a lot of public outreach with DART Forward 2035 and other surveys in the last few years and we want to rely on the data that already exists wherever possible. There is not currently an expectation to gather more data at this point in time.*

4. DART forward was split between 3 individual parties. Can you share the expense?

*There were multiple studies performed prior to this RFP. I believe this question is regarding the Funding Study performed by the Greater Des Moines Partnership in coordination with DART. But there was a budget for the DART Forward 2035 project – it was \$299,950.*

5. What is the budget for this project and will it potentially be split among multiple entities?

*DART expects the consultant/proposer to propose what they feel is needed in regards to the Scope of Work. DART may split the project up based on need and budget.*

6. Please provide more details around the schedule.

*DART hopes to have some preliminary recommendations by Spring 2020, a final recommendation by Summer 2020, and begin implementation in the Fall of 2020. We would time the implementation with one of our service changes.*

7. Is DART currently engaged in any partnerships with TNCs or other providers?

*Not currently. DART is considering performing a partnership or a pilot project with a TNC, but nothing is formalized right now. If we launched a partnership, it would be in concurrence with this project and would probably address the first and last mile.*

8. Is that considered mobility on demand?

*Yes but DART is not currently very deep into the project.*



9. Is the change in the DART Commission structure relative to the outreach done in 2016 as opposed to jurisdictional? Is there any connection to the affect approach for public outreach?

***DART customers haven't changed, only how they are represented by the Commission has changed. So there will be an education process for the DART Commission as we move the project forward. Individual DART Commissioners may not have been around during the prior outreach process, but assume that the public input remains the same.***

10. Some of the information from prior outreach might be based on a different Commission make up. Is it possible that some of the information gathered is dated and it might be worth going back out to gather more.

***DART doesn't want to hamper creativity but we expect firms to use the existing resources on hand and improving on them.***

11. Is the data summarized by zip code, community, and route?

***Yes.***

12. Was there a vote by the Commission to move this project forward? And what was the result?

***Yes the DART Commission approved the project as part of the FY2020 budget in March. The project was initiated based on the Commission wanting to see more than just transit lines on the map. The desire is to fundamentally think about how we deliver service and does it need to change? There will still be a component of traditional transit service planning, but we expect to see innovative service delivery approaches explored as well.***

13. Who will be on the evaluation committee?

***At this point in time it's still to be determined. We expect the Planning Department to have a presence as well as a cross-section of the organization, including C-Level staff.***

14. Is DART looking for recommendations on capital? For example bus stops, fleet size, etc.

***Yes in a broad sense. Specifically DART already has a capital asset plan which is currently driven by the service that is currently provided. There is a place to think about how evolving technology should be considered in some of the long term considerations.***

15. Does the potential move of the Operations and Maintenance facility have any impact on this project?

***The potential move will not have any impact on service.***

16. Efficiency and effectiveness have been mentioned as performance measures or categories. Are there specific measures in those categories that DART would like the consultant to use and address?

***Yes, we have existing service standards and they are currently being updated.***

17. Regarding the new jurisdictional make up of Commission – will evaluation be conducted on the equity across the jurisdictional areas?



*This something that still needs to be determined. DART will have to understand and balance all factors. Some education for the Commission and the passengers may have to occur.*

18. The RFP states a 40 page limit, what is included in this.

*The limit includes everything except the forms. DART would like to see a focus on the scope of services and less on ancillary items like peripheral staff (as an example).*

19. Does the attached pricing form have to be used?

*No, but it is our preference. It is the easiest way to compare pricing across proposals.*

20. How many firms are on the initial distribution list and how was the list derived?

*There were 23 firms on the original list and the list was gathered by reaching out to other transit agencies across the country to see who performed or was interested in performing the services for them.*

21. Is the DART budget public?

*Yes.*

22. The RFP requires financial statements to be included with our response. As a privately held company, our financial statements are confidential. Can we submit these statements in a separate, sealed envelope marked "Confidential", or are these required to be bound with the main body of the proposal? If allowed in a separate, sealed envelope, how many copies does DART require? If part of the document, is this included in the 40 page limit?

*Yes – private financial statements can be submitted in a separate sealed envelope marked "Confidential – Financial Statements". Only 1 copy need be submitted. This documentation will not be considered part of the 40 page limit.*

23. Are Sections E & F included in the 40 page limit?

*Assuming this is referring to Sections E and F of Section 1 – no, these are considered part of the forms referenced in the answer to Question 18 and will not be included in the 40 page limit. Similarly any financial status and credit worthiness documents referenced in Section B will also not count towards the 40 page limit.*

24. Are we expected to sign Exhibit A (page 54 in RFP)?

*No, this does not have to be signed with the submitted proposal, as long as the proposing firm complies with the lobbying restrictions. However, Attachment 7 (and 8, if applicable) of Section 7 (Attachments) must be signed and submitted with the proposal or it may be deemed non-responsive.*

25. I have a question regarding the request to provide financial statements in the last bullet in Section 1.5 B – Firm Qualifications. Will this be included in the overall 40 page limit, or can we include in an appendix to the proposal? I believe our typical financial statement is roughly 80 pages long.

*Please see the answers to Questions 22 and 23.*



**Pre-Proposal Conference Attendees: (one new attendee added to the list)**

<b>Name</b>	<b>Organization</b>	<b>E-Mail</b>
Jake Belman	IBI Group	<a href="mailto:jake.belman@ibigroup.com">jake.belman@ibigroup.com</a>
Chris Kopp	HNTB Corporation	<a href="mailto:ckopp@hntb.com">ckopp@hntb.com</a>
Steve Brown	HNTB Corporation	<a href="mailto:sjbrown@hntb.com">sjbrown@hntb.com</a>
China Langer	Transportation Management & Design, Inc.	<a href="mailto:clanger@tmdinc.net">clanger@tmdinc.net</a>
Melissa Sather	Transportation Management & Design, Inc.	<a href="mailto:msather@tmdinc.net">msather@tmdinc.net</a>
Evan Landman	Jarrett Walker + Associates	<a href="mailto:evan@jarrettwalker.com">evan@jarrettwalker.com</a>
Lyndsey Scofield	TransPro Consulting	<a href="mailto:lyndsey@transproconsulting.com">lyndsey@transproconsulting.com</a>
Creighton Cox	Olsson	<a href="mailto:ccox@olsson.com">ccox@olsson.com</a>
Bill Troe	SRF Consulting	<a href="mailto:btroe@srfconsulting.com">btroe@srfconsulting.com</a>
Jared Gulbranson	WSP USA	<a href="mailto:jared.gulbranson@wsp.com">jared.gulbranson@wsp.com</a>
Josh Diamond	Foursquare ITP	<a href="mailto:jdiamond@foursquareitp.com">jdiamond@foursquareitp.com</a>
Sean Kennedy <b>(new)</b>	Macro	<a href="mailto:skennedy@macro.com">skennedy@macro.com</a>