

ADDENDUM 1

Sandy Area Metro – “Mobile Technology Support Services” RFP – Request for Clarification from Access Tech February 9th, 2024

Please find below an initial list of clarification questions from Access Tech for the Sandy Area Metro – “Mobile Technology Support Services” RFP. For the purposes of these questions, “Technical Consultant” refers to the Technical Consultant contracted to provide the Mobile Technology Support Services.

RFP Reference	Question	City Of Sandy Answer
<p>Page 2: Commercial basis of the agreement</p> <p>Page 4: Price table</p>	<p>Can the City of Sandy please confirm that the intended commercial structure for the contract is an hourly contract with a not-to-exceed limit. There appears to be some conflict between paragraph 3 on page 2 “The Technical Consultants will be engaged on a consulting basis, whereby the Technical Consultants shall agree to provide a flexible number of hours of Technical Service per month (as determined pursuant to a mutually executed contract), - and when called upon to do so by Sandy Transit, at an agreed upon hourly rate (as determined pursuant to a mutually executed contract).” and the price table on page 4.</p> <p>Assuming the intent is hourly, can the City of Sandy please confirm that proponents should include the estimated cost in the table on page 4 together with the requested detailed budget versus a binding fixed price quote.</p>	<p>Yes, the City understands that this is an estimated cost and the hourly charges may change depending on the type of work conducted. In the included budget please estimate a budget that will reflect expected hourly rates during the project. The City does not expect that there will be a binding fixed cost price as the type of work involved may differ. This will be a not to exceed contract. The City will need to understand how the vendor intends to charge (hourly) and if there are other costs not factored into the hourly rate such as travel, those need to be identified in the budget.</p>
<p>Page 4: Price evaluation criteria</p>	<p>We note the City is allocating 40% of the evaluation (20 / 50 points) to the Cost-effectiveness of the proposal. Can the City please elaborate on how it intends to evaluate cost-effectiveness considering the level of effort on the described scope is heavily influenced by the City’s actual usage and support needs.</p>	<p>The evaluation committee will consider the proposal in its entirety to consider the cost-effectiveness of the proposal. This consideration will not be based purely on the cost suggested or the hourly rate but what the vendor proposes to provide, how the tasks will be accomplished and the overall costs of completing the work.</p>

RFP Reference	Question	City Of Sandy Answer
Page 12: Task 2: Scope clarification	Can the City please elaborate on the systems that are in scope of the “assessment” and confirm which other agencies will be included. If possible, a list of systems by agencies in scope of the evaluation would be helpful.	Canby Area Transit, Clackamas County (2 shuttle systems and MHX), South Clackamas Transit District Wilsonville’s SMART, Hood River Transit District
Page 12: Task 2: Scope clarification	If possible, could the City please provide for each system in scope of the “assessment”: a.) How many vehicles the system is installed on? b.) The number of devices connected to the system?	Attached.
Page 12: Task 2: Scope clarification	Could the City please provide a view on the number of unique vendors / contracts that fall into the scope of the “assessment”.	Attached.
Page 12: Task 3: Scope clarification	Could the City of Sandy please elaborate on the type of tasks the City intends the Technical Consultant to perform as per the following RFP statement “ With advice and guidance of vendor, SAM staff or consultant will issue the Request for Quote (RFQ) and conduct a search for vendors.”? For example, to what extend is the Technical Consultant expected to be involved in for managing the RFP process, scoring, negotiating the agreement etc.	Due to time constraints of this project, City envisions issuing a separate RFP for a project manager to oversee RFP process (writing, posting, contacting vendors, scheduling interviews, facilitating). The vendor chosen in this RFP will be included in the process as the technology expert and work with project manager to suggest items that should be considered during RFP process, warranties to be included in contract, and installation oversight. IF VENDOR BELIEVES THEY HAVE THE CAPACITY TO BE THE PROJECT MANAGER AND OVERSEE THE ENTIRE PROJECT THEY CAN INLCUDE THOSE COSTS AND TIME ESTIMATES IN THEIR PROPOSAL AND THE DECISION CAN BE MADE BY THE CITY AT CONTRACTING.

RFP Reference	Question	City Of Sandy Answer
Page 12: Task 3: Scope clarification	Can the City of Sandy provide guidance on the number of efare vendors / efare RFP responses that will require evaluation? We recognize that this would be an assumption only assuming the efare RFP is conducted as an RFP open to any company with offers in the space.	We assume 3-5 responses.
Page 12: Task 3: Scope clarification	Can the City of Sandy please provide a preliminary timetable for the efare RFP. Durations will help inform the level of effort needed to support – intended issue date, anticipated RFP response deadline, anticipated decision date, anticipated implementation duration (award to go-live).	RFP for the project manager would be issued once this contract and project has begun so this vendor can be included from the beginning. City estimates April. If RFP is issued in April, the RFP for efare vendors could be issued in July and the selection committee process would begin September. Installation should begin by January and be complete by June 30, 2025.
Page 12: Task 3: Scope clarification	Is it correct to assume for the purpose of scoping this RFP, that all agencies that will join the efare system will implement the system as part of a single project? If not, please provide alternative assumptions to use in scoping.	Yes, all Clackamas County agencies will join the efare system and will implement as a single project.

RFP Reference	Question	City Of Sandy Answer
Page 12: Task 3: Scope clarification	<p>Could the City of Sandy please confirm the scope boundaries the Technical Consultant should assume between the efare provider and the Technical Consultant responding to this RFP with respect to the post vendor selection scope referenced as follows: "Upon selection of winning bidder, vendor will work with SAM to implement mobile fares system. Vendor will be expected to assist with oversight of set up and implementation of the system."</p> <p>To support better estimates of effort, we would appreciate further clarity on topics including project management of the efare vendor, coordinating and managing the decision-making process at participating agencies, equipment installation, system acceptance / testing by the City, training, and management of internal change.</p>	<p>City envisions once the vendor is selected, technical consultant will ensure equipment installation, system acceptance/testing and a best practices guide. Project management, coordinating and managing the decision making process at participating agencies will be conducted by a project manager. As mentioned above IF VENDOR BELIEVES THEY HAVE THE CAPACITY TO BE THE PROJECT MANAGER AND OVERSEE THE ENTIRE PROJECT THEY CAN INLCUDE THOSE COSTS AND TIME ESTIMATES IN THEIR PROPOSAL AND THE DECISION CAN BE MADE BY THE CITY UPON CONTRACTING.</p>
Page 12: Task 3: Scope clarification	<p>Could the City of Sandy please confirm which agencies the Technical Consultant should assume as being part of the base scope for the efare system.</p>	<p>Canby, Clackamas County, South Clackamas, Wilsonville and Sandy</p>
Page 12: Task 3: Scope clarification	<p>Could the City please provide for each agency that is expected to join the efare system a preliminary count of buses grouped by agency and bus type, or alternatively provide a vehicle list for each participating agency.</p>	<p>Attached.</p>
Page 12: Task 3: Scope clarification	<p>What assumptions, if any should the Technical Consultant make with respect to the Technical Consultant's scope as it relates to any potential needs to procure or upgrade mobile data services including on-bus networking equipment to support the efare system.</p>	<p>Technical Consultant will be involved as technical expert for advice and technical services. If procurement or upgrades are necessary, City would expect the Technical Consultant to advise and provide technical support, acting as liaison between City and efare vendor.</p>