

July 1, 2022

RFP ADDENDUM # 1

RE: Request for Proposals – VTrans Electric Bus Implementation Assistance 2022

The Request for Proposals (RFP) for the above-mentioned services has been modified to clarify the RFP by addressing the following questions:

1. On Page 11, Under Scope of Work, #1 Procurement Support - Is VTPA looking for a partner who will provide vehicles and charging stations or a partner who can provide charging stations and assess the vehicles are compatible with the stations?

A: We are looking for this contractor to provide charging information and options and assess the needs for the VPTA members. Essentially a 3rd party to help the transit providers understand the charging options related to the E-bus procurements.

2. How many charging stations does VTrans anticipate will be installed during the base term of this contract?

A: Between 35-50.

3. Can VTrans provide details on how vehicle emissions reductions relate to utility agreements?

A: Vermont has a “Tier II” requirements for utilities, where they need to invest in GHG reductions or cut a check to the State for a similar amount. Utilities can use our e-bus projects to comply with this plan. Project discussions are held, GHG reductions are calculated, and the transit provider will receive technical and financial assistance that contributes to the non-federal share required for these procurements/projects.

4. The Charging Station Installation task in the Scope of Work references working with third-party engineering, architectural and contractor professionals. Should proposers include an A&E firm in their proposal or do VTrans/individual agencies have on-call services available that would accomplish the work?

A: Depends on the scope and scale of the project. No need to include an A&E firm with the proposals, and details will reveal themselves during the application, scoping, and procurement processes.

5. Does VTrans have an anticipated date for answers to submitted questions? Depending on the response to question 2 above, would VTrans consider a submission extension in order to allow time for coordination to include an A&E subcontractor in the proposal, if needed?

A: No – no need to name partners and we need to move ahead on the current schedule

6. Is the Scope of Work applicable only to the currently funded 18 buses to be deployed at six agencies? Should deliverables/cost be presented by agency in the cost proposal form?

A: No – we foresee an annual application for 10+ vehicles and related charging equipment for the next several years. We will need this assistance for those new projects, which will likely include 2 or so providers receiving funds for e-vehicles.

7. We saw Low-No awards for Green Mountain Transit, Tri-Valley Transit, and Advance Transit. Which other providers will be deploying zero-emission buses? And how many per agency?

A: Every agency has been awarded funds for electric buses but for SEVT. We will continue to apply for 10+ e-buses each year and they will be split between the named providers (usually 2 per year and we could see each getting between 3-6 each).

8. Has VTrans set a project budget for this effort?

A: The budget information is not available during the solicitation process.

9. Can bidders include technology vendors on their team that will help address the objectives stated in the scope of work? For example, one of the objectives states that “vehicles are charged in the most cost-effective and efficient manner.” Could we include a company that specializes in charging and energy management software on the team to help solve that issue? Or would the winner of the bid be expected to help VTrans put out an RFP to select the technology vendor?

A: Bidders can include technology vendors if you feel that would help the proposal, but this isn't requirement nor expected. Yes, this is more like the approach we envision.

10. The Proposer's Cost Proposal section of the RFP references providing hourly rates per classification. However, the Cost Proposal Form (Attachment R) requests a Firm Fixed Price by Deliverable. Please clarify if proposers should also submit hourly rates.

A: This RFP is for a firm fixed price by deliverables. The reference to hourly classification rates was in error. Proposers do not need to submit hourly rates, only Attachment R – Cost Proposal Form.

11. The RFP states that the proposer must state in the business proposal any exceptions taken to the terms and conditions in this RFP. Could you please confirm that the business proposal is the Cost Proposal?

A: The business proposal or the Proposal response includes the cover letter, technical capability/approach, business and management structure, organizational chart, key personnel, subcontracts, past performance and price/cost, in addition to the required certifications and documents. The proposer would need to include a section for exceptions as indicated in the RFP in order for the exceptions to be considered during contract negotiations and drafting.

12. The RFP notes that the proposer shall submit a PDF file containing Attachment R that is attached to the RFP. Attachment R requests a Firm Fixed Price by deliverable, while section H. – Price/Cost indicates that the proposer shall complete the attached Hourly Classification Rate Schedule, which was not contained in the RFP package. Similarly, in Attachment B there is a reference to invoicing at percent complete by deliverable, as well as by rates of pay. Can you provide a copy of the Hourly Classification Rate Schedule? Also, does VTrans expect submittal of a Firm Fixed dollar value quote (by deliverable) or shall the submittal contain rates only?

A: Please see the answer to question 10 above.

13. Should the Contractor Financial Information be submitted as part of the Cost Proposal or a standalone pdf?

A: It will be submitted as a standalone pdf. Once you have requested a user account for the FTP site you will be given two accounts, one to submit your technical proposal with the cost proposal and another account to submit your Contractor Financial Information separately.

14. Will winning this bid preclude vendors from bidding on subsequent related bids?

A: No.

Sincerely,

Caryn Pletzer

Caryn Pletzer
Contracts Specialist III

cc: Contract Manager
Project File