

REQUEST FOR PROPOSALS

ADDENDUM # 1

Questions and Clarifications

Safety and Operations Plans Consulting Services

RFP# FED2020-10

TO: Prospective Proposers
FROM: Jamie Arbogast, Director of Procurement
DATE: July 30, 2020
SUBJECT: Addendum No. 1 – Questions and Clarifications

The following is included as part of Addendum No.1 and supersedes the language/requirements set forth in the original "Request For Proposals".

ADDENDUM # 1 – Questions and Clarifications

| # | Questions submitted or asked | Response from GPMTD |
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| 1 | Is GPMTD seeking multiple vendors to fulfill tasks outlined in the Scope of Work? | <i>One vendor to fulfill the tasks as outlined in the Scope of Work to ensure uniformity.</i> |
| 2 | What is driving the fairly systemwide review (with the exception of the safety plan which is a fairly new requirement) of documents and procedures? We usually do not see all of these being updated at one time. | <i>GPMTD has not had a comprehensive review of its policies, plans, or other items listed in the scope during its 50-year history. We wish to instill industry best practices with local procedures and have a uniform set of material that can be cross-referenced and uniform.</i> |
| 3 | The RFP states the work is to evaluate and UPDATE the existing plans/procedures. Can the documents containing the current plans/procedures be provided before the proposals are due to assist in developing the scope and level of effort? As cost is a substantial portion of the evaluation, understanding the starting point is critical. | <i>The majority of our documents that we have in our library are not in electronic format, and therefore are not easily sharable with all potential contractors.</i> <i>Prepare responses to the RFP that some material may be available but has not been reviewed or updated since it was created.</i> |
| 4 | Are there fleet management or asset management software packages (other than spreadsheets) being used that would influence updating the plans/procedures? | <i>Fleet Net for fleet management and asset management. We are currently working to bring Avail online.</i> <i>We currently use Trackit Manager for our SMS, incident, accident, etc. software package.</i> |

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| 5 | What internal committees are currently active in each area included in the range of plans/ procedures to be reviewed/updated? | <i>Committees will be formed based upon the recommendation of the selected contractor and with secondary input from GPMTD based on the plan or procedure to be completed.</i> |
| 6 | Do you have a desired budget range? | <i>An independent cost estimate has been prepared for the project, however a desired budget range has not been set.</i> |
| 7 | Is there any chance that the hard copy requirements may change? We have had several clients change their requirements due to the pandemic. | <i>We will accept an electronic submission via a USB drive sent US Mail and exclude the hard copy submission.</i> |
| 8 | This is a comprehensive approach to designing or updating your procedures. Is this a new process, or a routine update process? | <i>This is a new process.</i> |
| 9 | Is the TAM (Transit Asset Management) Plan to be included in this scope, possibly under Fleet Management? | <i>We are currently part of the State of Illinois TAM plan. However, we wish to have our own TAM plan as part of our fleet management plans.</i> |
| 10 | For Tasks 2 – 6 listed in the Scope of Work are the consultants drafting each of these documents from scratch, or does GPMTD has any existing documents, e.g. System Safety Program Plan, TAM Plan, any existing Standard Operating Procedures to use as a reference? | <i>We do have existing documents that the selected consultant would be able to use as a frame of reference to draft each of these documents. The consultant would need to ensure that their final copy of each requested copy brings GPMTD in line with industry best practices and updates these materials to current standards.</i> |
| 11 | Is travel permitted to accomplish this Scope of Work? | <i>Travel is permitted, and is highly recommended, to accomplish items listed in the Scope of Work. We would expect the selected contractor to conduct a tour of the facility and meet with various Department Heads to assist in developing the requested material.</i> |
| 12 | <p>Would the District accept amended language to the following articles?</p> <p>Article 5-12 – Indemnification and Hold Harmless and Attachment E</p> <p>To the fullest extent permitted by law, Contractor agrees to indemnify, and hold harmless, and upon request, defend GPMTD, its officers, directors, Board Members,</p> | <i>yes</i> |

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| | <p>employees, agents, representatives, volunteers, subsidiaries, successors, and assigns (“Indemnitees”), from any claim, liability, damage, expense, suit or demand (including, without limitation, reasonable attorneys’ fees and court costs) for any losses, damages, injuries, or death to any persons including Contractor’s employees or any Subcontractor’s employees, or for damage or loss to any third-party property, to the extent arising out of, or in any manner related to, based upon, or in connection with any the negligence or fault of Contractor or any of their employees, agents, representatives, facilities, vehicles, materials, equipment, or Subcontractors (regardless of tier) or anyone directly or indirectly employed by any of them, in their operations, performance, breach, course or scope of Work, acts, or omissions, or presence upon, use, or other encountering of any property, facilities, personnel, vehicles, equipment, or operation of GPMTD by or involving GPMTD, Contractor or any of their employees, agents, representatives, facilities, vehicles, materials, equipment, or Subcontractors (regardless of tier) or anyone directly or indirectly employed by any of them, in any connection with the Work performed by or on behalf of Contractor, regardless of whether the Contractor is a party to any lawsuit. In that regard, this obligation to indemnify includes, without limitation, claims against GPMTD for GPMTD’s own negligence or fault.</p> | |
| 13 | <p>Would the District accept amended language to the following articles?</p> <p>Article 6-11 – Warranty Provisions</p> <p>B. <u>Warranty</u>: Contractor warrants represents that the work performed under this Contract shall be free from defects in material and workmanship and shall conform to all requirements of this Contract. Any work</p> | yes |

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| | corrected shall be subject to this subsection to the same extent as the work initially provided. | |
| 14 | <p>Would the District accept amended language to the following articles?</p> <p>Article 6-12 - Express Warranties for Services</p> <p>Contractor warrants represents that the services shall in all material respects conform to the requirements of this Contract.</p> <p>Contractor warrants represents that qualified professional personnel with in-depth knowledge shall perform the services in a timely and professional manner; and that the services shall conform to the standards generally observed in the industry for similar services. Contractor warrants represents that the services shall be in compliance with the Standard of Care and all applicable laws, rules, and regulations.</p> | yes |
| 15 | <p>Article 3-7 – Compliance with RFP Terms and Conditions states that if an exception is taken, a “Notice of Exception” must be submitted with the proposal. The “Notice of Exception” must identify the specific point or points of exception and provide an alternative. This section also states that failure to submit a marked-up copy of the form agreement with a bid proposal will be interpreted by GPMTD as the proposer’s acceptance of the form agreement provided herein. Please clarify that in addition to the Notice of Exceptions (this email) the District is also requiring the form of agreement with tracked changes showing the requested exceptions as part of the formal submission.</p> | <p><i>Yes, if you are requesting contract language (including questions 12, 13, and 14) or any other specific points within the RFP be changed or amended clearly identify those sections in a “Notice of Exception”.</i></p> |