



Birmingham-Jefferson County Transit Authority
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**Pre-Proposal Conference
RFP #11-09, Short Range Transit Plan**

Wednesday, August 10, 2011, 10:00 AM Central Time

Birmingham-Jefferson County Transit Authority (BJCTA) Staff Attendees:

Peter Behrman, Executive Director
Jacquese Gary, Procurement Officer
Martin Edwards-Clark, Planning Manager
Lee Jackson, Director of Maintenance

Other Attendees:

Liza Joffrion, Multimodal Research
Bill Powell, Transit Capital
Scott Rumble, ATKINS
Jim McLaughlin, Wendel Companies
Larry Watts, AMC Inc
Melvin Brown, Wilbur Smith
Chuck Jeffries, CAC/ONB
Ryan Pemce, Goodwyn Mills & Cawood
Bob Portera, Neel-Schaffer
Nikki Pagano, URS

Questions/Clarifications:

1. Question/Clarification: **There was a typographical error in the proposal as it relates to the due date.**

Jacquese Gary, Procurement Officer: The proposals are due August 26, 2011.

2. Question/Clarification: **Will new data collection information be gathered?**

Peter Behrman, Executive Director: No new data will be collected at this time. A ride check was completed recently. Because the Automatic Passenger Counters are not operational at this time, a random day was chosen and the ride check was performed. The GFI farebox information is also available. If more data is needed, the proposer should make that known. Other market information that is available to the public may be used as well if

necessary. Other planning studies and alternative analyses have been done recently and the Regional Planning Commission of Greater Birmingham (RPC) which may be additional resources.

3. Question/Clarification: **The schedule states that the Authority would like to have study complete by June 2012.**

Peter Behrman, Executive Director: The BJCTA would like to have the study done in a time frame of one year. The Authority will be making small, incremental changes while waiting on the completion of the study.

4. Question/Clarification: **Who are the other operators in the area as specified in the RFP?**

Peter Behrman, Executive Director: The other operators include: ClasTran (services Paratransit (disabled) customers county-wide); Kid1 Transport (service for pregnant mothers and children; making hospital runs); and social service providers, Jefferson and Shelby Counties.

5. Question/Clarification: **Several committees were listed to help facilitate the review and process of the project, namely steering, technical, and coordinating.**

Peter Behrman, Executive Director: There are two committees specific to the project – steering and technical. The coordinating committee is synonymous to the steering committee. The technical committee would include the MPO, someone from the Authority, the City of Birmingham Planning Committee, and the other service providers named. The steering committee would include the legislative / policy making body – the Board of Directors, City Council members, elected officials, etc.

6. Question/Clarification: **Have the bus stop surveys begun?**

Martin Edwards-Clark, Planning Manager: The process is in place, but have not begun the surveys at this time. This should, however, be included as a breakout portion of the proposal. This is something that may not be able to be completed, but if so, then the pricing information is available.

7. Question/Clarification: **The RFP states that the Authority is in the process of completing an IT plan.**

Peter Behrman, Executive Director: The chosen Information Technology Consultant, Shyam Dunna of nMomentum, will be on site next week and the proposer should be able to work with the Information Technology Consultant.

8. Question/Clarification: **There are some minor inconsistencies in the summary of the deliverables and the deliverables that are listed under each specific task.**

Peter Behrman, Executive Director: The proposer should go by the deliverables listed under each task.

9. Question/Clarification: **On Page 22, Section 2.2, Is there something missing from the end of the sentence.**

Jacquese Gary, Procurement Officer: No material information is missing from the sentence. Follow the Scope of Service and the information provided in the General Conditions.

10. Question/Clarification: **On page 24, Section 2.14, what should have been behind the word “legal”?**

Jacquese Gary, Procurement Officer: It should read – All BJCTA legal *“holidays”*.

11. Question/Clarification: **On Page 24, Section 2.12, #7, it states “Move section 2.5 here”.**

Jacquese Gary, Procurement Officer: Please omit.

12. Question/Clarification: **There is an inconsistency with the CST and CDT.**

Peter Behrman, Executive Director: It was decided that CDT will be used.

13. Question/Clarification: **On Page 23, the Second paragraph, What is the Statement of Qualification and Business References**

Jacquese Gary, Procurement Officer: Statement of Qualifications will generally not be requested; however, the information requested in the proposal will generally cover the information that would have been requested in that statement.

14. Question/Clarification: **On Page 25, Section 2.17, Are references needed from subcontractors as well?**

Jacquese Gary, Procurement Officer: Not necessarily. Three references total is what is needed; however, references may come from the subcontractors, but all references should not be from the subcontractors. If additional references are needed, they will be requested at that time.

Martin Edwards-Clark, Planning Manager: Please do not list the BJCTA as one of the references.

15. Question/Clarification: **On Page 30, Section 2.35, Is there something omitted from Errors and Omissions Insurance?**

Jacquese Gary, Procurement Officer: Nothing is missing. Proposer must have the insurance.

16. Question/Clarification: **On Page 30, Section 2.37, the section mentions a warranty period.**

Jacquese Gary, Procurement Officer: It is standard language utilized because the clauses are used for multiple solicitations.

17. Question/Clarification: **Does the Authority interview proposers?**

Jacquese Gary, Procurement Officer: The evaluation committee will determine if interviews are needed with the top proposers.

Peter Behrman, Executive Director: There will probably be an interview process for this RFP, depending on the number of proposals received.

18. Question/Clarification: **Can copies of the sign-in sheet be provided?**

Jacquese Gary, Procurement Officer: Yes, copies can be provided.

19. Question/Clarification: **Are there plans for a major capital budget ... [in audible]?**

The RPC is doing an alternative study analysis and have identified five (5) or (6) corridors for a BRT, which will set the pattern to build off of and proposer will not have to reinvent the wheel. Please work off of work that has already been done. Wilbur Smith did the Transit Development Plan a few years ago for the BJCTA. There is no dedicated funding source for the Authority, but is paid by the individual municipalities.

20. Question/Clarification: **Page 40 references Bonding Requirements.**

Jacquese Gary, Procurement Officer: Bonding is not a requirement for this project.

21. Question/Clarification: **The MPO has plans for another plan. Will there be more in depth coordination in terms of data sharing?**

Peter Behrman, Executive Director: Lots of information is available to the public from work that has been done.

22. Question/Clarification: **Is there an electronic copy of the bus survey? Is there a comprehensive list of the shelters? If so, how many are there of each?**

Martin Edwards-Clark, Planning Manager: Manual ride check information is available. A list of the bus shelters is almost complete; however, the bus stops are not. The numbers can be provided to each proposer.

23. Question/Clarification: **A study was done in the past about shelters being ADA compliant.**

Martin Edwards-Clark, Planning Manager: All shelters that have been put in place over the past six (6) months have been ADA compliant.