**Questions and Answers to Park City Municipal's RFP for Transit Scheduling Through 8-18-20**

**Questions**

1. Section NR 4 states that in-person presentations by invited proposers will occur during August and September. Given the current situation with COVID-related travel restrictions, would PCMC accept an online meeting and presentation in lieu of in-person meetings?
   a. Virtual would be fine and likely necessary as you point out. Depending on time, may need more than one.

2. Section TS 8 states that the contractor shall provide basic system training at PCMC's property. Given current and future potential travel restrictions, would PCMC accept online training as an alternative to in-person training?
   a. Yes.

3. The RFP states that the total fleet size is 52 vehicles. Of that fleet, what is the peak number of buses that are operated in service simultaneously (i.e. not including standby/spare vehicles)?
   a. Depends on season. Historical normal time, roughly 35-40. If a festival is running could be slightly more, currently there are less due to pandemic.

4. Is the RFP seeking the inclusion of daily driver/vehicle dispatch operations functionality as a necessary part of this request, or are general scheduling/runcutting functions for planned service sufficient to meet the goals of this RFP?
   a. If we understand your question correctly, the goal is more about planned service scheduling/run cutting. That said, at times we change service quickly so the ability to modify on the fly is a desire. We are assuming this question is about inclusion of some CAD/AVL functions being inclusive. If so, that is not a requirement of this RFP. That said, we do seek integration to a CAD system. Example: we currently manually enter driver assignments once scheduled. We wish to have that automated coming from the scheduling software into the CAD system. Currently we are running the Avail system.
   b. Update to above answer following clarification from Proposer:
      a. We (Park City Transit) use the term "scheduling" in two ways. Planned service involving route scheduling and run cutting; and, work force management that involve the daily shift management of drivers. Therefore, we desire both functions with the latter related to the desired integration to our payroll system.

5. Are you expecting to be able to send only the planned work to your payroll system, and manually update for daily changes, or rather are you expecting to track actual work in the software to then send the actual work to the payroll system.
   a. Ultimate goal is to send actual work to payroll system. That said, sending planned work may be an acceptable solution.

6. Does the integration to payroll need to be on a daily basis or is the plan to send only the scheduled payroll?
   a. Connection to payroll is mainly for confirmation purposes and can happen weekly. Desire is to help reconcile the actual work performed to the time card punches, so comparing scheduled to actuals. The software would ultimately be providing the schedule details to our payroll system (which is ADP).

7. Page 6: The RFP mentions integration to a CAD/AVL system.

      a. Can PCMC please confirm that this refers to the future CAD/AVL system?

           a. Specific answer is cannot confirm it is future system. We have a system in place and it may remain in place. It is possible our CAD/AVL system could change within the next year as we are posting a CAD/AVL RFP shortly.

      b. What CAD/AVL system does PCMC currently utilize?

           a. Avail

8. Page 7: Given current work restrictions due to COVID-19, would PCMC please accept electronic-only submittals?

           a. Yes

      b. If not, can PCMC please clarify how proposers will know whether the Project Supervisor is absent and to send the proposal to the City Recorder address?

           a. Should proposers assume that we should send our proposals to the standard delivery address unless instructed otherwise?

9. Page 8: What is the peak number of vehicles operated by PCMC?

      a. Previously answered in #3 above, but generally close to 40. Varies depending on season and events.

10. Page 8: Can PCMC please provide the number of stops in your transit system?

      a. 260 discrete stops. This also "changes" depending on season. Some routes and stops are not serviced year round.

11. Page 28: The RFP states that PCMC's current service consists of 52 transit vehicles. Page 28 breaks this down into several vehicle types and mentions ADA service. Can PCMC please confirm that this RFP is for a fixed route scheduling system only and that proposers should quote 52 fixed route buses?

      a. Yes. Fixed route scheduling with 52 vehicles.

12. Page 36: Can PCMC please confirm that the intent of the Software Verification / Validation Performance Test (required 60 days after award) is to perform an initial test of the system (to validate functionality) and not to have the system completely installed and finalized? In our experience, an accelerated deployment can introduce risk and it is best to ensure adequate training has occurred.

      a. Yes. Initial testing to validate functions.

13. Page 37: Bundle #3 mentions a "Letter for Performance Bond". However, there do not appear to be any bonding requirements in the RFP. Can PCMC please confirm that there is no bonding required for this project?

      a. No bonding required. The line does state "(If applicable)" which in this case it does not.

14. Page 8: Would PCMC please extend the proposal deadline to allow for at least two weeks between responses to questions and proposal submission? This will allow bidders to incorporate any impacts from the addenda/Q&A into the proposal.

      a. We will have a decision on this by EOB 8/17 and will likely accommodate the change.

      b. Update to this question and answer:

           a. Extension request is approved allowing an additional week for questions and two weeks for proposal submission. New deadline for question submission is Friday 8/21. Deadline for proposal submission is Friday 9/4