

**ANDROSCOGGIN TRANSPORTATION RESOURCE CENTER  
(ATRC)  
REQUEST FOR PROPOSALS  
FOR  
LEWISTON-AUBURN AREA TRANSIT STUDY  
  
QUESTIONS AND CLARIFICATIONS**

1. *Will it be necessary to evaluate the accessibility of all of the bus stops in the system? If yes, how many stops are there? Could you clarify what you mean by “assessing walkability/accessibility”?*

Currently, there are 255 bus stop locations. Accessibility and walkability of bus stop locations are to be considered with route/service recommendations not the existing locations (unless they are part of the recommendations). In general terms for assessing walkability/accessibility, we are looking at the basic questions such as: Are there sidewalks and/or crosswalks leading to the stop? Are there any major crossings to get to the stop, if so, are they signalized, and do they include pedestrian signals? If the stop is on a sidewalk, is there a curb or not, or a ramp or not. The majority of this information will be available through GIS.

2. *On-time performance – is there AVL or some other automated bus tracking in real time or recorded? If not, is there existing on-time performance data from supervisors at the hubs or other locations*

citylink buses have tablets on the buses that provide real time AVL.

3. *Ridership – is there stop-level and trip-level boarding and alighting information available? How recent is it? How detailed is it?*

citylink ridership is collected using tablets. Drivers manually enter the boarding and alighting information into the tablet. Data is available by date, by bus, pick-up address, drop-off address, pick-up time and drop-off time. Detailed ridership by stop and trip is available for the past 18 months (approximately).

4. *What type of data is available through existing technologies for on-time performance and ridership? I.e., is stop level ridership readily available or will it need to be collected? Is AVL technology installed on the buses to provide on-time performance data or will it need to be collected in the field?*

The software program used to collect citylink data is a “beta” program built as an expansion to Easy Rides software used by WMTS for demand response dispatching and scheduling. Easy Rides is a Mobilitat (GMV Syncromatics) product. citylink data has been collected using tablets and the beta program for approximately 18 months. Data that isn’t readily available has been archived and can be retrieved.

5. *Is the public participation and community stakeholder involvement limited to what is listed in the scope of services or could the consultant suggest additional items?*

The public participation and community stakeholder involvement is NOT limited to what is listed in the scope of services. That listing is a minimum of expectation of level of involvement. The consultant can suggest additional items and alternatives.

6. *Does CityLink currently have a bus stop database? Does the system utilize any flag stops?*

Yes, citylink does have a database of all current bus stop locations; it available through Google Maps, and as a GIS database. citylink does not utilize flag stops.

7. *Is Railroad protective insurance (as described in the general terms: <http://www.avcog.org/DocumentCenter/View/1706/Agency-Consultant-General-Conditions-3-2014>) required for this planning study?*

No, Railroad Protective Liability Insurance is not required for this planning study.

8. *The Consultant General Conditions reference a policy regarding salary and overhead limits. Please clarify what those limits are.*

ATRC follows the MaineDOT contracting practices, including salary and overhead limits. MaineDOT's current salary limit is \$50 per hour.

9. *If a consultant has a Maine DOT approved overhead rate, may that be used for pricing purposes?*

Yes, a current MaineDOT approved audited overhead rate may be used.

10. *The Consultant General Conditions reference a Wage Waiver Request Form. Please provide clarification as to the process for requesting a waiver. Does this need to be included in the proposal prior to award, or is it done after contract award?*

If a wage rate waiver is required, the request should be completed as part of the price proposal and will be reviewed and processed prior to awarding of the contract.

11. *Please confirm that there is no minimum DBE goal required for this project.*

ATRC does not set a minimum DBE goal per project.

12. *Please confirm that a DBE Utilization Plan and other documentation will not be required for this project.*

The attached DBE Utilization Form must be completed and submitted with the price proposal, upon request. If your project team includes a DBE as a subconsultant, then the DBE Subcontractor Letter of Intent must be included.

*13. Please confirm if there are possible exceptions to the confidentiality of firm-specific financial documents under the public records laws. As a closely-held, private corporation, exemptions from public availability are usually allowed for specific financial documents such as our audited overhead statement.*

Like MaineDOT, ATRC considers audited overhead reports and rates confidential. We do not share Audited overhead reports, nor do we request them as part of RFP/RFQ submittal.

*14. Please confirm that engineering-related requirements in the Consultant General Conditions (for example, the requirement for endorsement and seal by a Licensed Professional Engineer) can be waived for our services, which are non-engineering services.*

That is correct; since this study does not include engineering services, the engineering related requirements can be waived.

*15. Please confirm that we do not have to submit with our proposal forms contained in the RFP that detail FTA requirements related to construction and suppliers of goods, as these requirements are not applicable to our services.*

Forms detailing FTA requirements that are not applicable to this study do not have to be included.

*16. Please confirm the assigned RFP number for this project.*

The assigned RFP number for this study is 221012.

ATRC requests that all bidders complete the following DBE Proposed Utilization form and submit with the bid:

**ATRC CONTRACTOR'S SBE/DBE SUBCONTRACTOR/SUPPLIER  
PROPOSED UTILIZATION FORM**

**Must name ALL Contractors and Suppliers**

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Bid Date: \_\_\_\_\_ CONTRACT NAME: \_\_\_\_\_

FEDERAL PROJECT PIN # \_\_\_\_\_ PROJECT LOCATION: \_\_\_\_\_

TOTAL ANTICIPATED DBE \_\_\_\_ % PARTICIPATION FOR THIS CONTRACT

S B E	D B E	Non- DBE	Subcontractor / Supplier Name	Item Number & Description of Work	Quantity	Cost Per Unit/Item	Anticipated \$ Value
Subcontractor Total >							
DBE Total >							

For a complete list of certified firms and company designation (DBE) go to <http://www.maine.gov/mdot/civilrights/>

**NOTE: THIS INFORMATION IS USED TO TRACK AND REPORT ANTICIPATED DBE PARTICIPATION IN ALL FEDERALLY FUNDED AVCOG CONTRACTS.**

For AVCOG Use Only:

Form received: \_\_\_/\_\_\_/\_\_\_ Verified by: \_\_\_\_\_

All bidders that will be subcontracting with a certified DBE firm if successful must also complete the Letter of Intent form and submit with the bid:

### **ATRC DBE SUBCONTRACTOR LETTER OF INTENT**

*Contractor must submit this page for each DBE Subcontractor.*

CONTRACT NAME: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

DBE Subcontractor/Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of work to be performed by DBE Subcontractor/Supplier:

\_\_\_\_\_  
\_\_\_\_\_

The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is \$\_\_\_\_\_.

#### **Affirmation**

The above-named DBE Subcontractor/Supplier affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Typed Name) (Title)

**If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.**