



**FORT WAYNE PUBLIC TRANSPORTATION
CORPORATION (CITILINK)**

**RESPONSE TO QUESTIONS AND CLARIFICATIONS
FOR REQUEST FOR PROPOSALS #2022-7**

FOR

**LOW/ZERO EMISSION PROPULSION STUDY,
INFRASTRUCTURE ASSESSMENT,
AND TRANSITION PLAN**

ISSUING OFFICE:

Fort Wayne Public Transportation Corporation
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SECTION 1 – RESPONSE TO QUESTIONS AND CLARIFICATIONS

1.1 QUESTIONS AND CLARIFICATIONS

QUESTION 1: Has a not-to-exceed budget or budget range been identified for this project? AND What’s the budget allocated for this scope?

ANSWER: Citilink has budgeted for this project in the operating budget line item for professional services. However, at this time Citilink prefers not to disclose the amount of the budget allocation and asks proposers to submit their best reasonable price to complete the scope of this work.

QUESTION 2: DBE participation is listed as part of the evaluation criteria. However, there does not appear to be a DBE goal for this project or any other direction regarding DBE participation. How will DBE participation be factored into the scoring/ranking of proposals? AND What’s the DBE requirement? Is there a minimum percentage of the scope of work that needs to be assigned to a DBE? AND Can the client clarify the evaluation criteria?

ANSWER: No goal for DBE participation has been set for this project nor is DBE participation a requirement. However, participation by DBE contractors or subcontractors will elevate the final scoring of proposals by the review team. After determining whether proposals conform to all requirements and specifications (if not, proposal will be considered non-responsive), each criterion will be scored on a scale of 0 to 10 where 10 is the highest score.

Scoring will then be weighted as follows:

Project approach, project understanding, methods and approach:	35%
Qualifications, related experience, personnel, references:	40%
Project cost:	20%
DBE Participation:	5%

QUESTION 3: On p. 15, section 4.1.B, the requested narrative includes “a discussion of the firm’s experience providing vanpools.” How is this relevant to the current project?

ANSWER: This is a typographical error in the RFP. Please replace this language with “a discussion of the firm’s related experience in performing the scope of work.”

QUESTION 4: If interviews are held, will they be in-person or virtual?

ANSWER: If held, interviews would be virtual.

QUESTION 5: The RFP states there is potential for multiple contract awards. How does CITILINK anticipate the activities discussed within the RFP would be divided?

ANSWER: It is possible that one firm may be awarded the analysis work, and another the development of the fleet transition plan, for example. If this is preferred by Citilink, further discussions would take place with proposers to determine impact on vendor interest, resource commitment, and pricing.

QUESTION 6: Should the transition plan include replacement of the 13 service vehicles?

ANSWER: Perhaps, depending upon the results of the analysis. The purpose of this study is primarily focused upon the revenue vehicle fleet.

QUESTION 7: How is section 3.5 relevant to the proposed project (contract)?

ANSWER: This section deals with prohibition of discrimination in state contract awards and is required language for public-sector entities in Indiana related to employment civil rights. It is relevant because Citilink is a public-sector enterprise located in Indiana.

QUESTION 8: Given the delivery method for this proposal (hard-printed copies), as well as the short time between when we will receive the answer to this (sic) questions and the proposal due date, would Citilink consider a one-week extension on the proposal due date for this RFP?

ANSWER: See revised solicitation schedule. Proposals are due Friday, November 11, 2022.

1.2 REVISED SOLICITATION AND PROJECT SCHEDULE

The following is the revised solicitation and project schedule for this procurement.

Event	Date and Time
Request for Proposal Issued	Friday, October 7, 2022
Questions and Requests for Clarifications Due via email: jkm@fwcitilink.com	Friday, October 14, 2022
CITILINK responds to Questions and Requests for Clarifications	Friday, October 21, 2022
Proposal Due Date	Friday, November 11, 2022 at 10:00 a.m.
Evaluation Period/Vendor Interviews	November 11 to December 14, 2022
Anticipated Contract Award	Thursday, December 15, 2022
Project Completion Date	No later than April 15, 2023