



Addendum #4  
to  
COIC Informal RFP CET 20-11  
For Transportation Consulting Services

September 1, 2020

To: ALL REGISTERED VENDORS AND TO WHOM IT MAY CONCERN  
From: Drew Orr, COIC Single Point of Contact  
RE: ADDENDUM 4

All vendors are to accept the information contained herein as an official document of Central Oregon Intergovernmental Council.

This Addendum modifies the original Informal Request for Proposals (RFP) as noted below and shall be incorporated into the Contract Documents. All other provisions of the RFP CET 20-11, released August 19, 2020, not already modified by any addenda previously issued, shall remain unchanged.

Below, this Addendum provides responses to all requests for clarification received after the release of Addendum #3.

Question #6: The advertised deadline falls on Labor Day. Would you be willing to move the deadline to 5:00 PM (Pacific time) on Tuesday, September 8?

Answer to Question #6: The deadline for email receipt of proposals is extended to 5:00 PM, Wednesday, September 9, 2020. This change was previously described in Addendum #3.

Question #7: Do you have a target budget range for this contract?

Answer to Question #7: Generally, COIC does not release project budget information before a contract is fully executed. The level of effort required will depend on the qualifications of the firm. COIC Staff estimates that the selected firm will need to spend between 550 to 800 manhours over the four months allotted to complete the work. An almost identical question was previously answered in Addendum #1.

Question #8: What is a UGB? This term is mentioned under Task #4.

Answer to Question #8: Urban Growth Boundary. This language was chosen because COIC has 5310 purchased service contracts with many of the Central Oregon municipalities to provide Cascades East Transit service within their Urban Growth Boundary.

Question #9: The RFP states that the agency will provide rider and operator feedback collected through the 2040 Transit Master Plan. Do you want the consultants for this project to gather rider or operator feedback, or should we leave that out of the scope because you will provide this feedback?

Answer to Question #9: Gathering of rider or operator feedback is not currently one of the Contractor tasks. As described within solicitation, COIC currently intends to provide extensive feedback recently collected through the 2040 Transit Master Plan process.

Question #10: Due to the pandemic, many ongoing planning projects have "gone virtual" and have not included forms of in-person interaction such as public meetings, on-board surveys, on-site observations, and other interactions. Can you share whether you feel that the consultants for this project should perform in-person activities? If yes, which activities? In other words, are there definite expectations for on-site work that are not negotiable?

Answer to Question #10: COIC is just completing an extensive 2040 Transit Master Plan activity that included a variety of in-person interaction before COVID-19 hit. COIC intends to share this data with the chosen firm. Prospective offerors should propose how they would approach incorporating any deliverables made available and interacting with the public and stakeholders as they deem appropriate during the completion of their work.

Question #11 Do you have a page limit for proposals? If yes, does this include resumes?

Answer to Question #11: There is no limit.

Question # #12: What is the preferred completion date for the project? Page 5 indicates the project should be complete by December 31, 2020, while page 1 indicates January 31, 2021 as the contract completion date.

Answer to Question #12: COIC is hoping to complete the work by December 31, 2020. The January 31, 2021 contract completion date includes time for COIC to process and pay the last Contractor invoice.

Question # #13: What relationship, if any, will this project have with the City of Redmond Fixed-Route Planning and Feasibility Study Analysis awarded earlier this year?

Answer to Question #13: As the Description of Services portion of the draft Professional Services Agreement would suggest, COIC operates a range of transportation services in Central Oregon. That currently includes demand response public transit in the City of Redmond. CET will be implementing a deviated service in Redmond sometime in 2020. There is a contracted analysis being performed on the feasibility of implementing a fixed route system in Redmond at some future point. Prospective offerors should describe how they would incorporate any deliverables made available during the completion of their work.