

Addendum: City of Cheyenne's Transit Program – Transit Development Plan (TDP) RFP

- Page two of the RFP requests that consultants submit a letter of interest, six copies of a proposal, and one PDF file of the proposal (emailed). Can you confirm that the “letter of interest” is a cover letter included and bound with each copy of proposal and included in the electronic PDF of the proposal, and is not a separate document? If bound as part of the proposal, is the letter of interest excluded from the page count?
 - The “letter of interest” serves as the cover letter included in the proposal and is excluded from the page count. The MPO requests that the cover letter be included in the electronic PDF of the proposal and *not* submitted as a separate document.
- Are there any required forms to be submitted with our proposal?
 - There are no required forms to be submitted with the proposals. Please refer to the submittal guidelines included on page 2 of the RFP.
- In the scoring criteria table, how will you be evaluating equal opportunity?
 - Equal Opportunity is evaluated based on the firm’s inclusion of any relevant company policies within the proposal.
- Is there a DBE goal for this project?
 - There is no DBE goal for this project.
- Do you have an anticipated timeframe for completion?
 - We do not have an anticipated timeframe for the completion of the plan. The proposer is responsible for determining a reasonable timeframe to complete all the items requested in the RFP’s Scope of Work.
- What is the extent of available ridership data? Will it include passenger boarding/alighting counts by route, by stop, by day, by time?
 - Ridership data is from 2019, as most of 2020 were not routes but on-demand paratransit. CTP has counts by route, by stop, by day, and by time through the fareboxes, which would not include alightings. The transit vehicles have automated passenger counters (APCs) on the route buses, but CTP has found the data not to be accurate. The data will be provided to the selected consultant.

- Will transfer data by route be available?
 - Transfer data by route is available and will be provided to the selected consultant.
- Page 11 of the RFP mentions that the consultant should conduct a survey of public transit riders. Assuming this is an onboard survey, are you aiming for a specific statistical significance (i.e. confidence level and margin of error)? Would the significance be systemwide or on a route-by-route basis?
 - A minimum of 90% confidence level and an 8% margin of error. The significance would be applied systemwide.
- Will the results or tabular data of previous onboard surveys be made available?
 - Survey data from the previous Transit Development Plan will be provided to the selected consultant.
- Are buses equipped with automatic vehicle locators (AVLs)?
 - The buses are equipped with automatic vehicle locators (AVLs).
- The RFP details at least two open house meetings. Will reasonable accommodations be considered based on local, state, and federal guidance in place regarding COVID-19 at the anticipated time of the meetings?
 - Reasonable accommodations will be considered based on local, state, and federal guidance in place regarding COVID-19 at the anticipated time of the meeting.