



LOS ALAMOS

# INCORPORATED COUNTY OF LOS ALAMOS

101 Camino Entrada, Building 3  
Los Alamos, New Mexico 87544 (505) 709-5503  
Procurement Division

April 9, 2024

## TO ALL HOLDERS OF SOLICITATION DOCUMENTS FOR:

### Request for Proposals No. RFP24-37 RFP Name: Microtransit and Paratransit Software

#### Addendum No. 2

This Addendum No. 2 forms a part of the Solicitation Documents and modifies, as noted below, the original Solicitation Documents identified above.

This Addendum provides to all potential Offerors questions received and the County's answers.

- 1. Can Atomic City Transit (ACT) confirm that 9 vehicles currently require software licenses for both Microtransit and Paratransit and does the Agency anticipate an increase to their fleets in the near future? If yes, how many?**

ANSWER: The number of vehicles in the current fleet Transit plans to dedicate to providing Microtransit and Paratransit services is a maximum of nine (9) buses. County reserves the right to increase or decrease this number at any time throughout the term of an agreement. If pricing proposed is based on the number of vehicles utilizing the software application, Offerors should propose scalable rates to account for increases or decreases in County's fleet throughout the term of an agreement.

- 2. What is the budget for this project, for year one and in subsequent years?**

ANSWER: The County's budget is appropriated annually by County Council to meet the County's operational needs. Budget has been appropriated for initial implementation, the amount for which may be subject to change at County's sole discretion. There is not an established budget for all possible fifteen (15) years of an agreement term for the entirety of the "project." For award of an agreement, the County requires a not-to-exceed ("NTE") amount for total compensation for all years of an agreement. In order to estimate the total NTE amount of a potential agreement, the County requests proposed pricing for all current proposed services and functionality and proposed pricing or a pricing escalation mechanism and process for all future functionality and future services for all years of an agreement (up to 15 years) as requested in the RFP.

- 3. Does ACT require any integration with any of their current software system (e.g., Remix, myAvail, ADEPT by StrataGen)?**

ANSWER: The County does not require integration with any of the current software systems.

- 4. Does ACT require a white-labelled mobile application?**

ANSWER: The County does not require a white labelled mobile application. Offerors may specify any additional features or functionality in Exhibit F – Software Functionality on worksheet "02 Additional or Optional Funct".

5. **Is ACT willing to purchase the tablet hardware (MDTs) through the vendor? If yes, can you confirm the total number of MDTs required for this project?**

ANSWER: The County will consider purchasing MDTs through the vendor. The number of vehicles in the current fleet that would require MDTs is a maximum of nine (9) buses. County reserves the right to increase or decrease this number at any time throughout the term of an agreement. If pricing proposed is based on the number of vehicles utilizing the software application, Offerors should propose scalable rates to account for increases or decreases in County's fleet throughout the term of an agreement.

6. **Does the vendor need to combine all the required documents (Section 1-19) into one single file for submission of proposals for this RFP?**

ANSWER: No, as described in the Proposal Format section of the RFP, the RFP response should be submitted as a PDF and Exhibit F and Exhibit G should be submitted in MS Excel Format.

7. **Does the vendor need to submit the Cost Proposal as it is in excel format?**

ANSWER: Yes, please complete Exhibit G and submit in Excel format.

8. **Can ACT please clarify which current mobile fare payment platform it is using, and does the vendor need to integrate with the current fare payment system?**

ANSWER: The County currently operates a fare-free transit system and does not have a mobile fare payment platform. There is no requirement for integration with a fare payment system.

9. **Are there any fixed-route integrations required for this project?**

ANSWER: Exhibit F – Software Functionality lists the following feature for this project: “The software shall allow users and staff to book trips that transfer to or from fixed route bus stops. Scheduling should use knowledge of the fixed route schedule (using either GTFS, GTFS-Realtime, or another similar method) to provide an optimal trip. Ideally, real-time fixed route information will be used to modify the itinerary as needed.”

10. **Can ACT elaborate on its marketing and advertisement requirements?**

ANSWER: The County would like to have the selected vendor provide their input related to marketing a new microtransit system, training current and prospective passengers how to use the mobile application to schedule trips, and best practices for advertising the software based on their experience with related projects.

11. **What is the expected Go-Live date with the new vendor?**

ANSWER: The County does not have a firm go-live date. The current estimate for approval of an Agreement is July 30, 2024, at which point the County will work with the selected vendor to determine an appropriate go-live date.

12. **Is there any DBE goal for this project?**

- a. **If yes, is the vendor required to be DBE certified in New Mexico in order to submit a proposal or can a vendor become DBE certified in New Mexico after it is awarded the contract?**

ANSWER: There is no DBE goal for this project. If an Offeror is a DBE, as defined in 49 CFR Part 26, Offerors must submit with their Proposals evidence of their current DBE certification provided by NMDOT. County reserves the right to verify DBE certification with NMDOT.

**13. On RFP pages 18 and 19 of the “Proposal Response Components,” #9 Software Functional Descriptions, Technical Specifications, and Integration or Migration with County Systems (Scope Section 2) mentions on page 19 in the column on the right, “Exhibit F.” Can ACT explain how vendors should respond?**

**a. For example, should the descriptions of all elements outlined in #9 (pp18-19) be included in excel file Exhibit F, Software Features and Functionality, which is cited on page 45?**

**b. Or should they be included in Scope Section 2?**

**c. Or should they be included in both Exhibit F and in Scope Section 2?**

ANSWER: Instructions for completion of Exhibit F are included in that Exhibit. Offerors are asked to describe how their offering meets the functional requirements described in the Exhibit. Offers may reference Exhibit F in their response to Scope Section 2.

**14. Will ACT accept electronic signatures on the forms, cover letter, etc.?**

ANSWER: Yes, electronic signatures are acceptable for all solicitation documents requiring signature.

**15. Please confirm that ACT will accept proposal submissions electronically by email.**

ANSWER: Electronic submissions via email, submitted to [lacbid@lacnm.us](mailto:lacbid@lacnm.us) are preferred as described in the solicitation documents.

**16. Is there a page limit for the technical proposal?**

ANSWER: To facilitate the review process, County’s preference, though not a requirement, is that Proposals be in 8.5X11 inch format, that they not exceed 100 pages, not including Exhibits or attachments; and general marketing materials should not exceed ten (10) pages of materials.

**17. In order to allow bidders to prepare a more customized and informed response to this RFP, can ACT please provide an extension for the submission of proposals?**

ANSWER: The County would like to adhere to the estimated RFP process dates as closely as possible and will not be providing an extension for the submission of proposals at this time.

All other provisions of the Solicitation Documents shall remain unchanged. This Addendum No. 2 is hereby made a part of the Solicitation Documents to the same extent as those provisions contained in the original documents and all itemized listings thereof.

Each Respondent is requested to acknowledge receipt of this Addendum No. 2 with the Proposal Forms.

I hereby acknowledge receipt of this Addendum No. 2.

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Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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Title \_\_\_\_\_ Company \_\_\_\_\_