



Purchasing Department
530 Water Street
Oakland, CA 94607

July 26, 2022

ADDENDUM No. 1

RFP No.: 22-23/02, Airport Shuttle Bus, Ground Transportation and Curbside Management Services

This Addendum modifies the original RFP Documents for the above-mentioned RFP. **Acknowledge receipt of this addendum in the space provided on the RFP Acknowledgement and Signature Form (Attachment 3). Failure to do so may disqualify your proposal.**

The following corrections have been made to the above referenced RFP:

A. Correction: Section IV Submission Requirements: Submittal Format:

Responses may not be longer than ~~20~~ **24** pages (one sided or ~~10~~ **12** pages double sided), printed on 8 ½" x 11" paper and formatted in no smaller than 10 point font. Each section shall be labeled according to the sections below. Once printed by the Port, submittals must be able to fit into a 9 x 11.5 inch folder.

B. Correction: Replace **Attachment 5-C** (Consultant/Subconsultant Participation Plan), **and Attachment 5-E** (Interested Parties List) in its entirety with the revised forms included in this addendum.

There are no other changes to RFP No. 22-23/02.

The following questions were submitted by the deadline and are answered in this addendum.

1. **Question:** Would you be able to provide the current supplier/incumbent contact information?

Answer: SP+, Jason Finch, jfinch@spplus.com

2. **Question:** Can the presentation during the Non-Mandatory Meeting be made available?

Answer: Yes, <https://www.portofoakland.com/wp-content/uploads/Shuttle-Preproposal-Slide-Deck.pdf>

3. **Question:** Are there any states that OAK will not do business with?

Answer: OAK is not currently subject to any prohibitions on doing business with certain states.

4. **Question:** Is a DBE certified firm considered the same as ACDBE certified firm?

Answer: No. DBEs are defined under 49 CFR 26 and ACDBEs are defined under 49 CFR 23. It is possible for a firm to be certified as both a DBE and an ACDBE. Firms that are DBE should pursue ACDBE certification with their certifying agency; if the firms are unclear about what agency to contact, contact Caltrans at <https://caltrans.dbesystem.com/> or smallbusinessadvocate@dot.ca.gov.

5. **Question:** Is there a current collective bargaining agreement in place?

Answer: Yes.

6. **Question:** If yes can we please be provided with a copy of the CBA?

Answer: Please contact Teamsters Local 853 to request a copy of the current CBA (both for the Shuttle/Curb Management and Parking Management contracts), Mr. Mike Fritz, Teamsters Local 853, (510) 895-8853, MFritz@Teamsters853.org

7. **Question:** Proposal Due Date and Time – Is the port willing to extend the proposal due date by 2 weeks? August 23, 2022 instead of August 9, 2022.

Answer: No. Proposal due date is August 9, 2022.

8. **Question:** 6.3 Bus Bridge Services - how many times and for how long has the bus bridge service been implemented over the current contract?

Answer: The BART Bus Bridge has been implemented 5 times during the current contract. The maximum duration of these operations has been 75 minutes.

9. **Question:** 6.4 Airside-COBUS Services - how many times and for how long has the Airside COBUS services been implemented over the current contract?

Answer: The Airside – COBUS Service has not been implemented during the current contract.

10. **Question:** 8.2 Shuttle Bus Operation b. Provide Shuttle Bus passengers with access to a web-based Passenger Feedback Management System that allows passengers to communicate their comments, concerns, complaints, and/or suggestions regarding their transportation experience in real time, via their cell phones, directly to Operator – What web based system is currently being used for this service?

Answer: Bus Buzz Text Connect is the current Passenger Feedback Management system.

11. **Question:** 13. FUELING AND CHARGING – what EV buses is the port purchasing for this agreement and how many? Where will the charging infrastructure be located? What type of charging units will be used? How many charging units are being installed?

Answer: The Port is currently in the procurement process for five (5) 40' low floor EV buses and 5 charging units. The vendors for this procurement are not finalized. The proposed location for bus charging and storage will be at Oakland International Airport off of Earhart Road, approximately 2 miles from the bus routes.

12. **Question:** 15. PASSENGER COUNTS An automated or manual methodology is required for providing passenger counts daily, with hourly counts, in an Excel format. – are current passenger counts automated? If so, what system is being used?

Answer: An automated passenger count system is not currently used.

13. **Question:** 30. TECHNOLOGIES AND AMENITIES

- a. 30.1. (1) Global Position System for real-time tracking of the Shuttle Bus movements, - What system is currently in use?

Answer: OSSI is the current GPS system used for Shuttle Bus movements.

- b. (2) Automated passenger counts, What system is currently in use?

Answer: See response to Question 12.

- c. (3) Automated Driver Vehicle Inspection Reports (DVIRs) for Pre-Trip and Post-Trip Inspections. What system is currently in use?

Answer: OSSI is the current system used at OAK.

- d. 30.2. Vehicle Safety Program /Transportation Intelligence Platform – what system is currently in use?

Answer: Smart Drive is the current system used at OAK.

14. **Question:** 21. TECHNOLOGIES AND AMENITIES Operator shall be required to either (1) utilize existing Port-provided technologies; or (2) procure, implement, operate, manage and maintain additional technology products (i.e. software(s)/systems) as tools for the Curbside Services. These technologies include, but are not limited to, an automated dispatch system for the taxicabs and on-demand shared ride door to door shuttles to enhance summoning and dispatch, as well as a dispatching system, as more fully described below. What system(s) are currently being used?

Answer: Telegram Messenger is the current system used at OAK.

15. **Question:** 21.3. Taxicab Dispatch System Operator shall procure, implement and utilize a taxicab dispatch system (e.g. Telegram Messenger Application or similar product), as

approved by the Director or the Designee, to facilitate dispatch taxicabs from the Hold Lot to the Terminal curbside. What system is currently being used?

Answer: Telegram Messenger is the current system used at OAK.

16. **Question:** EXHIBIT F ADMINISTRATIVE FEES How much and for what reasons have administrative fees been assessed over the current contract?

Answer: The Port has not assessed any administrative fees to the current operator during the current contract.

17. **Question:** Operations Manual: Proposers should review Exhibit I to the Agreement, which is attached as Attachment 11 to this RFP and describe the approach Proposer will follow to a.) develop and implement an operations manual and procedures, b.) steps to update and maintain existing written operations manual and plans, and c.) explain how training and other management approaches will ensure staff are following the established operations manual and procedures, d.) Proposer should highlight any significant changes that it made at other Airports (or would propose to make at OAK) based on its relevant experience and best practices At a minimum, the Operations Manual should address: Just want to confirm you are not asking for a copy of an Operations Manual itself, but how we would manage/communicate that process?

Answer: Confirmed, a copy of the Operations Manual itself is not required with the proposal but will be required from the successful proposer in the timeline specified under Section 10.2 of the draft Operating agreement (Attachment 11) .

18. **Question:** Can we utilize appendices for examples that will not contribute to the page count?

Answer: A concise number of necessary appendices and exhibits may be provided and may include information on company qualifications that are in the form of promotional-type materials detailing relevant experience at other sites. These materials would not be counted as part of the proposal page limit. However, references to relevant experience should be contained within the main body of the proposal, subject to the page limit.

19. **Question:** Could you please elaborate on the scope of services for the “Call Bus/Bridge Service” for BART?

Answer: Services would be provided as a rapid response to service disruptions on the BART rail line between the Coliseum and OAK BART station.

Please refer to the draft Operating agreement (Attachment 11) , Exhibit A-I, Sections 5.2 (Bus Bridge Services) and 6.3 (Bus Bridge Services) for further detail on the purpose, route, frequency, and level of service for this on-call bus bridge services (“BART-OAK”).

20. **Question:** Could you please elaborate on the scope of services for the “On call Airside co bus”?

Answer: COBUS operations will be provided as assigned by Airside Operations/Airport Duty Manager (ADM). If it is determined by Airside Operations/ADM that services are necessary to facilitate gate access for an airline, the ADM will notify Operator Staff as soon as practicable.

Please refer to the draft Operating agreement (Attachment 11), Exhibit A-I, Sections 5.3 (Airside-COBUS Services) and 6.4 (Airside-COBUS Services) for further detail. Airside-COBUS services also includes relocating the Fleet, that are parked on the airfield, as necessary for airfield operations.

21. **Question:** How should the Operator budget staffing hours for the “On call Airside co bus”?

Answer: Port will provide operator with hours to be assumed for Annual Budget.

22. **Question:** What technology is currently utilized for fleet management?

Answer: Fleet maintenance and/or management records are not maintained by a dedicated Fleet Management application. Rather, these records and schedules are maintained by the current operator in spreadsheet that is shared with the Port.

23. **Question:** Are all shuttle drivers paid the same rate of pay?

Answer: No.

24. **Question:** Are Airport issued Badges required for Operator Employees? If so, what is the cost per badge? Is this cost reimbursable?

Answer: Yes. Currently, Shuttle employees will be issued a new or renewed badge at no cost. Costs of replacement badges, either lost or stolen, are not reimbursable. ID badging information can be found here; <https://www.oaklandairport.com/airport-security/id-badging-office/id-badge-fee-information/>

25. **Question:** Please define the amount of office space provided.

Answer: The current Shuttle Management Office is approximately 2,100 square feet. In addition, the Operator is currently provided with approximately 1,400 square feet breakroom area. See (RFP No. 22-23/02) Addendum #1 – Attachments corresponding to the question number to view document.

26. **Question:** Does the Airport provide training space for the Operator?

Answer: A meeting room is included within the existing office space.

27. **Question:** What holidays does the Airport observe?

Answer: See the attached list of Operator holidays reimbursed by the Port. See (RFP No. 22-23/02) Addendum #1 – Attachments corresponding to the question number to view document.

28. **Question:** What holidays are covered under the Living Wage Act?

Answer: Please refer to Section 3(c) (Compensated Days Off) of the Port's Living Wage Ordinance (Port Ordinance No. 3666), under which employees are entitled to at least twelve (12) compensated days off under various conditions and for which paid holidays consistent with established employer policy may be counted toward provision of these compensated days off.

29. **Question:** Can you provide a current sample payroll registry?

Answer: See the attached Payroll registry. See (RFP No. 22-23/02) Addendum #1 – Attachments corresponding to the question number to view document.

30. **Question:** What is the current number of Full Time and Part Time shuttle drivers?

Answer: Full Time drivers = 19, Part Time drivers = 6.

31. **Question:** Could you provide the total daily operating hours for the Airport Shuttle service?

Answer: Reference Exhibit A-I of the draft Operating agreement (Attachment 11) for minimum service hours and headways.

32. **Question:** Could you provide the current shuttle frequency per route?

Answer: See response to Question 31.

33. **Question:** Are there any specific requirements for purchasing the service vehicles

Answer: Please refer to Section 13.2 (Service Vehicles) of the draft Operating agreement (Attachment 11) for specific requirements.

34. **Question:** Where are the fueling stations for shuttle buses located? What is the approximate drive time from the Airport?

Answer: Fueling stations are located at 7855 Earhart Road and 8515 San Leandro Blvd. While Drive times may vary, these locations are approximately 8 minutes and 20 minutes from OAK, respectively.

35. **Question:** How many shuttle buses operate at Peak?

Answer: 4 shuttle buses operate at Peak.

36. **Question:** How many shuttle buses operate at non-Peak?

Answer: 3 shuttle buses operate at Peak.

37. **Question:** How many spare shuttle buses are available?

Answer: There are 11 spare shuttle buses.

38. **Question:** What are the current shuttle frequencies for each route?

Answer: See response to Question 31.

39. **Question:** Does the Airport provide a shuttle bus wash station?

Answer: No.

40. **Question:** Is the Operator responsible for locating a bus wash station for the shuttle buses?

Answer: Airport will provide a location on site for bus washing. Currently this occurs adjacent to the shuttle bus storage site in the OMC Parking area.

41. **Question:** Does the Airport provide two-way radio communications already installed in the shuttle bus?

Answer: Each shuttle bus has two-way radio system installed.

42. **Question:** Are there Cameras installed in each shuttle bus?

Answer: Each shuttle bus has a Camera system installed.

43. **Question:** Is the Operator responsible for installation and maintenance of shuttle bus cameras?

Answer: Yes.

44. **Question:** Is the Operator allowed to install Fleet Management/GPS tracing devices on each shuttle bus?

Answer: Yes. The Operator shall provide a fleet management/maintenance information software system for its responsibility of maintaining and managing the Airport Shuttle Bus Fleet.

45. **Question:** How are the Taxi Cabs currently begin dispatched from the holding lot?

Answer: Taxis are dispatched from the lot on a first come, first served basis.

46. **Question:** Please explain the difference between union/nonunion insurance listed as a line item on the sample operating budget provided the Union rates are negotiated and the Non-Union rates are not.

Answer: The union and nonunion budget line items included in the draft Operating agreement (Attachment 11) represent the annual budgeted health insurance factoring the number of employees in each category at the applicable health insurance rates, either Union or Non-Union.

47. **Question:** Are any of the current Operators employees unionized?

Answer: Yes.

48. **Question:** Are there any specific states the Port will not conduct business with?

Answer: See answer to Question 3.

49. **Question:** Is it correct to assume that Appendices/Exhibits can be included in Proposals in addition to the requisite number of pages?

Answer: See answer to Question 18.

50. **Question:** With respect to the ACDBE Program goal, should Proposers assume the “overall goal” to be 12.22% or 20.26%?

Answer: Proposers should seek to meet or exceed the goal of 12.22% for this solicitation.

51. **Question:** Is ACDBE participation measured as a percentage of the annual aggregate expenses/Operating Budget (Reimbursable Expenses plus Management Fee) or as a percentage of the annual Management Fee only?

Answer: ACDBE participation is measured as a percentage of the Management Fee and all Reimbursed Operating Expenses, including labor. How an ACDBE participates in the contract is a business decision. Therefore, how ACDBE participation will be measured based on whether the proposer plans to submit a proposal as a prime or as a joint venture, sub, or vendor. Please keep in mind that if two or more firms submit a proposal as a joint venture, the Port of Oakland will review the joint venture agreement and supporting documents submitted by an entity to determine whether, in fact, the arrangement meets all the requirements of 49 CFR 23 and what portion(s), if any, is eligible to be counted towards ACDBE participation.

52. **Question:** Are new hire training wages considered reimbursable expenses?

Answer: Yes.

53. **Question:** Are annual training wages (e.g., monthly, quarterly training and refresher training) considered reimbursable expenses?

Answer: Yes.

54. **Question:** Is it correct to assume that alcohol testing (like drug testing) is a reimbursable expense?

Answer: Yes. Please refer to Exhibit D and E of the draft Operating agreement (Attachment 11) for additional information.

55. **Question:** If a possessory interest tax should be found to apply to Operator's interest under the Agreement with the Port, would the cost of such tax be reimbursed by the Port?

Answer: Please refer to Section 30 (Fees and Taxes) of the draft Operating agreement (Attachment 11).

56. **Question:** Will the Port permit exterior vehicle washing on-site if the water used in washing is "recaptured" and removed from the site?

Answer: Yes, the Port will allow exterior shuttle bus washing if water is recaptured and removed from the site.

57. **Question:** Section 5 of the Agreement provides that employee parking expenses at the Airport are not reimbursable. Please advise as to the current monthly or annual charge for employee parking, as well as the projected date and charge for next period.

Answer: Employee parking for the operator is provided at no cost. This will be reflected in the final draft Operating agreement (Attachment 11) entered into between the Port and the successful proposer.

58. **Question:** Is it correct that landline telephone service either is furnished by the Port at the Port's expense or is a reimbursable expense?

Answer: Yes. Please refer to Section 12.4 of the draft Operating agreement (Attachment 11) for additional information.

59. **Question:** Is it correct that internet service either is furnished by the Port at the Port's expense or is a reimbursable expense?

Answer: Port of Oakland provides, at no charge, internet service and equipment to the operator.

60. **Question:** Is it correct that landline telephone equipment either is furnished by the Port at the Port's expense or is a reimbursable expense?

Answer: Please see answer to Question 58.

61. **Question:** Is it correct that internet equipment either is furnished by the Port at the Port's expense or is a reimbursable expense?

Answer: See answer to Question 59.

62. **Question:** Is it correct that radio equipment and radio service are not reimbursable expenses?

Answer: Two-way radio equipment and service is reimbursable. Please refer to Section 13.5 of the draft Operating agreement (Attachment 11) for additional information.

63. **Question:** Is it correct that the Operator's portions of 401k contributions are not reimbursable expenses?

Answer: Please refer to Exhibit D of the draft Operating agreement (Attachment 11) for details.

64. **Question:** Are technologies' equipment and services, such as Global Positioning System, Automated Passenger Counting, Driver Vehicle Inspection Reports and wireless passenger feedback, reimbursable expenses?

Answer: Yes.

65. **Question:** In order to avoid confusion, kindly confirm that janitorial and custodial services for the facilities are reimbursable expenses?

Answer: Please refer to Exhibit D of the draft Operating agreement (Attachment 11), Section 3(5)(j).

66. **Question:** Is it correct that trash removal services are reimbursable expenses?

Answer: Yes.

67. **Question:** Will the Port allow the Operator to provide a commercial crime policy with an employee dishonesty ensuring agreement (the coverage is the same, but Fidelity Bonds are not available for parking/shuttle operators)?

Answer: Yes.

68. **Question:** Will the Port accept an insurance carrier with the industry standard rating of "A-VII" instead of "A: VII"?

Answer: Yes.

69. **Question:** With respect to RFP Attachment 4, Proposed Annual Salaries for Senior On-site Senior Staff, please clarify if the amounts entered for the three positions are to be annual base wages only or also are to include payroll taxes and workers compensation. And, if only base wages are to be included, please confirm that payroll taxes and workers compensation premiums are reimbursable expenses.

Answer: Part 1, Base Wages only. Part 2, payroll taxes and workers compensation associated with senior on-site staff are reimbursable expenses.

70. **Question:** With respect to RFP Attachment 4, Proposed Healthcare Costs for Non-Represented Staff, please confirm that the amounts provided for the three allowable categories under both Plan 1 and Plan 2 are the employer's contribution toward the total premium (employer contribution plus employee contribution equals the total premium).

Answer: The Proposed Healthcare Costs for Non-Represented Staff to be included in Proposal Worksheet (Attachment 4 of the RFP) is comprised of: [Total Premium], less [Employee Payroll Contributions].

71. **Question:** Given that Proposals are to be submitted electronically, please confirm that the \$100,000 Letter of Credit or Surety Bond are to be delivered to Mr. Sioson at the Port of Oakland, 530 Water Street, on or before the Proposals submission deadline date.

Answer: The Letter of Credit/Surety Bond may be delivered the following day by express overnight mail to Mr. Sioson.

72. **Question:** Will the Port allow the Proposer to include a brief cover letter outside of the 20 page limit, particularly to address the signature and date requirements associated with the brief statement of who is authorized to submit the Proposal on behalf of the Proposer in Article IV, Submission Requirements?

Answer: The Port will allow a 2-page (maximum) cover letter, outside the page limit.

73. **Question:** Please confirm that front and back covers, along with the eight tabs or section dividers referenced in RFP Article IV, Submission Requirements, are not considered part of the 20-page limit.

Answer: Confirmed.

74. **Question:** What is the current maintenance operation for the low floor and cutaway buses? Are they taken offsite for repair? If so, please provide the current off site maintenance shops if retention is desired.

Answer: The Fleet (low floor and cutaway) buses are maintained on site by the Port. Off-site repairs if necessary are typically performed by vendors within a 30-mile radius of OAK. The operator is responsible for delivery of the Fleet to the on-site and off-site maintenance sites.

75. **Question:** Please provide a current fleet list with year, make, model, seating capacity, and current mileage.

Answer: Please see the draft Operating agreement (Attachment 11) , Attachment 3, List of Shuttle Bus Fleet for Fleet year, make and model. See the attached list of current mileage See (RFP No. 22-23/02) Addendum #1 – Attachments corresponding to the question number to view document. Seating capacity is as follows:

<i>El Dorado Axess</i>	<i>seats 32</i>
<i>Aero-Elite</i>	<i>seats 23</i>
<i>COBUS</i>	<i>seats 10</i>

76. **Question:** Please advise on what stage of the electrification process OAK is currently in. Have buses been ordered, if so, which make and model and ev kWh capacity? What is the expected delivery date?

Answer: The Port is currently in the procurement process. Buses have not been ordered; anticipated delivery is 2024.

77. **Question:** It is stated in the RFP that currently EVs have been ordered to replace the low floor buses. Would OAK like to convert the cutaway fleet as well?

Answer: See Response to Question 11 above. Ultimately, the cutaway fleet will be converted to EV's, but the date for this conversion is TBD.

78. **Question:** Can vehicle cleaning and washing operations be performed on-site or is off-site required?

Answer: See response to Question 56.

79. **Question:** Is the current operation having problems with staffing drivers or curb side customer service representatives?

Answer: While the Port is aware that labor shortages are common to all industries, the Port is not directly involved in shuttle driver and GTR hiring.

80. **Question:** ACDBE goals – are there any additional weight or points given for firms that achieve or exceed the goals?

Answer: The Port of Oakland's ACDBE program under 49 CFR 23 is race neutral and does not grant extra points or weight to firms that meet or exceed the goal.

81. **Question:** The requested information on pages 12 & 13 will require more than 20 pages to get our content in – any chance the number of pages can be increased?

Answer: See RFP correction to the number of required pages above.

82. **Question:** What is the current insurance rates for Healthcare?

Answer: See attached Union and Non-Union health and welfare invoice. See (RFP No. 22-23/02) Addendum #1 – Attachments corresponding to the question number to view document

83. **Question:** What is the current management fee? What salaried positions are currently in the management fee?

Answer: The Management Fee is currently \$704,744 includes: General Manager, Assistant General Manager, Accounting Manager positions.

84. **Question:** What is the current worker's comp insurance rate as a percentage of pay?

Answer: The current worker's Comp rate is 9.08%

85. **Question:** What are prevailing wages required currently, and can you provide the average hourly rate for front line employees?

Answer: 1) See response to Question 6 to obtain current prevailing wages. 2) Average frontline wage: Shuttle Bus = \$28.09 (* Shuttle Bus shifts beginning after 8p receive a shift premium of 10% - a total of 4 shifts) GTR's = \$19.89. See (RFP No. 22-23/02) Addendum #1 – Attachments corresponding to the question number to view document

86. **Question:** Will the ACDBE goal be higher than the current 20.26% required?

Answer: Proposers should seek to meet or exceed the goal of 12.22% for this solicitation.

87. **Question:** Has a Parking Revenue Management Strategy (including pricing strategy) been created?

Answer: The Port has developed a Parking Reservation pricing strategy that is intended to guide and inform a Parking Reservation pricing approach for the first year of operation, July 2022 – June 2023.

88. **Question:** Are you working toward fully automated dynamic pricing for reservations?

Answer: The Port's near-term approach to the parking reservation system does not envision migrating to automated dynamic pricing.

89. **Question:** What kind of chargers / electrical infrastructure has been procured for the new electric buses? Has that been planned out yet?

Answer: The Port is currently in the procurement process for 5 EV charging units. The vendor and chargers for this procurement are not finalized. In addition, the Port is in the process of designing the electrical infrastructure to support the EV charging units for the EV buses.

90. **Question:** Is there a GPS tracking and dispatch system in place currently, is that procured by the airport or by the contractor?

Answer: See response to question 13, the system is procured by the contractor.

91. **Question:** What is the average tenure of the driver workforce? Please provide a current Seniority list and roster.

Answer: 50% of shuttle bus drivers have approximately 20 years of experience. See attached Seniority List/Roster. See (RFP No. 22-23/02) Addendum #1 – Attachments corresponding to the question number to view document.

92. **Question:** Would the port consider having a single contractor manage both operations, inclusive of staffing and cost efficiencies?

Answer: Parking Management and Shuttle/Curbside Operations are subject to separate RFPs and will be memorialized in separate agreements. There are no restrictions for the same contractor to provide services under both agreements.

93. **Question:** How much has the current operator been fined or charged liquidated damages in the past 5 years in the shuttle operations and for what reasons?

Answer: See response to Question 16.

94. **Question:** It appears that from the Route Description on page 2 of 19 of the RFP, in the Scope of Services, that there is typically only one bus or shuttle running per route. Is that correct?

Answer: Yes.

95. **Question:** Please provide a current staffing schedule including hourly and salaried positions, for the shuttle bus operations and the ground transportation and curbside services.

Answer: See the attached current staffing schedules. See (RFP No. 22-23/02) Addendum #1 – Attachments corresponding to the question number to view document.

96. **Question:** Please provide a copy of the union agreement for the employees represented by a union for the shuttle service and ground transportation operations.

Answer: See response to Question 6.

97. **Question:** What is the name of the electronic dispatching software being used in the ground transportation services currently? Is that system owned by the airport or the operator?

Answer: See response to Question 14.

98. **Question:** Please provide the names of the ACDBE companies providing services for the shuttle and ground transportation operations and the services / positions they provide as either a JV or a sub contractor.

Answer: ACDBEs are CAPP Uniform Services and Bay Area Clean Team. Both firms operate as subcontractors. See (RFP No. 22-23/02) Addendum #1 – Attachments corresponding to the question number to view document.

99. **Question:** Section 4.1 of the sample agreement states that senior staff fringe benefits are reimbursable. Does this include 401k, all payroll taxes, payroll processing, car allowance and bonuses as reimbursable expenses?

Answer: Please see response to Question 63.

100. **Question:** Section 5.1 of the sample operating agreement states that the insurance premium increases year over year for staff represented by a union shall not exceed 7% per year. Does this also apply to the non- union employees' premiums?

Answer: Refer to the draft Operating agreement (Attachment 11), Exhibit D, Section C(1).

101. **Question:** Section 12.2 of the sample operating agreement states operator is responsible for providing custodial services for the Premises. Can you please define "Premises"?

Answer: See response to Question 65.

102. **Question:** Where should we reflect the cost of the 3 operating vehicles that we are to budget for in our management fee worksheet?

Answer: Operators Vehicles are an overhead expense, there is not a separate entry, beyond the RFP Proposal Worksheet line A.1, for this overhead expense.

103. **Question:** Where are the buses fueled and maintained?

Answer: See responses to Question 34 and Question 74.

104. **Question:** Section 13.1 of the sample agreement states that office furniture, equipment and supplies are not reimbursable. Please provide an inventory list of these items that are owned by the current operator that would need to be replaced by a new operator at their cost and where these costs should be defined in the management fee worksheet.

Answer: The Port supplies all furniture and office equipment to the current operator with the exception of two refrigerators and one computer monitor. These are the property of the current operator and, if required, operator would need to replace without reimbursement.

105. **Question:** Exhibit D outlines numerous expenses that are not reimbursable therefore must be included in our management fee. Where should these costs be defined in the management fee worksheet?

Answer: Non-reimbursable expenses are overhead expenses. There is no separate entry beyond the RFP Proposal Worksheet line A.1.

106. **Question:** The page limitations in the RFP do not allow for us to adequately provide all the requested information. Would you please consider increasing these page limitations?

Answer: See RFP correction to the number of required pages above.

107. **Question:** Will the Port accept a combination of primary and excess coverage to satisfy the \$10M auto liability insurance required of Exhibit M (2)?

Answer: Yes. Excess/Umbrella insurance must meet all of the requirements applicable to the insurance limit it is utilized to satisfy, including but not limited to: adding additional

insureds, waiving rights of subrogation, and being primary to any insurance held by the Port and not requiring any Port insurance to contribute in the event of a claim.

108. **Question:** Are stand by buses or drivers required?

Answer: Operator shall provide staffing to meet shuttle bus service requirements (refer to Exhibit A-1 of the draft Operating agreement (Attachment 11)) including breaks and other, however Port does not require operator to have “extra board” or “stand by” drivers for operations.

109. **Question:** Is there an airport emergency plan for shuttles that can be shared with us?

Answer: There is not an airport emergency plan for shuttle bus operations.

110. **Question:** What were the on-demand services passenger counts for the past year and pre covid years and number of times the on-demand services were requested?

Answer: On-demand shuttle service before and after Covid are very low, less than one time per year and not recorded.

111. **Question:** What is the expected arrival time between notification of need to stop for the on-demand service?

Answer: The targeted response time to supply an on-demand shuttle to the Economy Lot shuttle operation is 15-20 minutes.

112. **Question:** Is there a different dispatch software system for on-demand service? If so what is it?

Answer: There is not a software system for on-demand shuttle service, rather telephone communications is used.

113. **Question:** Are there weekly/monthly safety or operation meetings managers should attend with the airport?

Answer: Yes, weekly operations / safety meeting.

114. **Question:** How many buses are running at peak?

Answer: See responses to Questions 35 and 36.

115. **Question:** Please define what operating expenses the ACDBE % is calculated on.

Answer: ACDBE participation is measured as a percentage of the Management Fee and all Reimbursed Operating Expenses, including labor. How an ACDBE participates in the contract is a business decision. Therefore, how ACDBE participation will be measured based on whether the proposer plans to submit a proposal as a prime or as a joint venture, sub, or vendor. Please keep in mind that if two or more firms submit a proposal as a joint venture, the Port of Oakland will review the joint venture agreement and

supporting documents submitted by an entity to determine whether, in fact, the arrangement meets all the requirements of 49 CFR 23 and what portion(s), if any, is eligible to be counted towards ACDBE participation.

116. **Question:** The RFP states that you are requesting ACDBE participation but the forms state DBE. Are both acceptable or does the company have to be ACDBE certified?

Answer: Only ACDBE participation on this solicitation will be deemed valid.

117. **Question:** If the company has to be ACDBE certified do they need to have their certification completed as ACDBE at the time of proposal submittal, at the time the contract is signed or upon startup of the contract?

Answer: A proposer will receive credit toward their goal if the listed subconsultants are certified as ACDBEs at the time of proposal submission.

118. **Question:** Please provide a copy of the current operator's agreement with the Port and any amendments.

Answer: See (RFP No. 22-23/02) Addendum #1 – Attachments to view document.

There are no other questions to RFP No. 22-23/02.



RFP No.: 22-23/02, Airport Shuttle Bus, Ground Transportation and Curbside Management Services

CONSULTANT/SUBCONSULTANT PARTICIPATION PLAN

This Form Must Be Submitted with the Proposal or the Proposal May Be Deemed Non-Responsive and Rejected List Prime Proposer, each Joint Venture (JV) Partner, if any, all Subconsultants, and all Suppliers.

This form identifies all businesses that are participating on the contract. Form to be submitted by the prospective prime consultant/contractor or subconsultant/subcontractor, as appropriate, to the ACDBELO with its proposal, unless an extension of time is requested and granted in writing.

_____, (Name and Title of Authorized Prime Representative) declares as follows: That contingent upon award of _____, (Name of Contract) _____ (Name of Prime) will award subcontracts to or pursue orders with the following firms (if the firm is a joint venture, you must attach a copy of the joint venture agreement):

PRIME PROPOSER COMPANY INFORMATION	SMALL BUSINESS (YES OR NO)	LIST ALL SOCIOECONOMIC CERTIFICATIONS*	BID/PROPOSAL AMOUNT	DESCRIPTION OF WORK
NAME:	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	\$ _____	_____
ADDRESS:		_____		_____
CITY/STATE/ZIP:		_____		_____
CONTACT NAME:		_____		_____
TELEPHONE NO:		_____		_____
E-MAIL:		_____		_____

JV/SUBCONSULTANT/SUPPLIER INFORMATION	TYPE	SMALL BUSINESS (YES OR NO)	CHECK ALL SOCIOECONOMIC CERTIFICATIONS	DOLLAR AMOUNT & PERCENT OF WORK	DESCRIPTION OF WORK
NAME:	<input type="checkbox"/> JV PARTNER <input type="checkbox"/> SUBCONSULTANT <input type="checkbox"/> SUB-TIER CONSULTANT TIER: _____ <input type="checkbox"/> SUPPLIER	<input type="checkbox"/> YES	<input type="checkbox"/> ACDBE <input type="checkbox"/> PORT – SBE <input type="checkbox"/> PORT – VSBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE Other: _____ _____	\$ _____	_____ _____ _____ _____ <input type="checkbox"/> PRE-CONSTRUCTION SERVICES <input type="checkbox"/> CONSTRUCTION SERVICES
ADDRESS:					
CITY/STATE/ZIP:					
CONTACT NAME:					
TELEPHONE NO:					
E-MAIL:					

JV/SUBCONSULTANT/SUPPLIER INFORMATION	TYPE	SMALL BUSINESS (YES OR NO)	CHECK ALL SOCIOECONOMIC CERTIFICATIONS	DOLLAR AMOUNT & PERCENT OF WORK	DESCRIPTION OF WORK
NAME:	<input type="checkbox"/> JV PARTNER <input type="checkbox"/> SUBCONSULTANT <input type="checkbox"/> SUB-TIER CONSULTANT TIER: _____ <input type="checkbox"/> SUPPLIER	<input type="checkbox"/> YES	<input type="checkbox"/> ACDBE <input type="checkbox"/> PORT – SBE <input type="checkbox"/> PORT – VSBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE Other: _____ _____	\$ _____	_____ _____ _____ _____ <input type="checkbox"/> PRE-CONSTRUCTION SERVICES <input type="checkbox"/> CONSTRUCTION SERVICES
ADDRESS:					
CITY/STATE/ZIP:					
CONTACT NAME:					
TELEPHONE NO:					
E-MAIL:					

JV/SUBCONSULTANT/SUPPLIER INFORMATION	TYPE	SMALL BUSINESS (YES OR NO)	CHECK ALL SOCIOECONOMIC CERTIFICATIONS	DOLLAR AMOUNT & PERCENT OF WORK	DESCRIPTION OF WORK
NAME:	<input type="checkbox"/> JV PARTNER <input type="checkbox"/> SUBCONSULTANT <input type="checkbox"/> SUB-TIER CONSULTANT TIER: _____ <input type="checkbox"/> SUPPLIER	<input type="checkbox"/> YES	<input type="checkbox"/> ACDBE <input type="checkbox"/> PORT – SBE <input type="checkbox"/> PORT – VSBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE Other: _____ _____	\$ _____ _____%	_____ _____ _____ _____ <input type="checkbox"/> PRE-CONSTRUCTION SERVICES <input type="checkbox"/> CONSTRUCTION SERVICES
ADDRESS:					
CITY/STATE/ZIP:					
CONTACT NAME:					
TELEPHONE NO:					
E-MAIL:					

JV/SUBCONSULTANT/SUPPLIER INFORMATION	TYPE	SMALL BUSINESS (YES OR NO)	CHECK ALL SOCIOECONOMIC CERTIFICATIONS	DOLLAR AMOUNT & PERCENT OF WORK	DESCRIPTION OF WORK
NAME:	<input type="checkbox"/> JV PARTNER <input type="checkbox"/> SUBCONSULTANT <input type="checkbox"/> SUB-TIER CONSULTANT TIER: _____ <input type="checkbox"/> SUPPLIER	<input type="checkbox"/> YES	<input type="checkbox"/> ACDBE <input type="checkbox"/> PORT – SBE <input type="checkbox"/> PORT – VSBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE Other: _____ _____	\$ _____ _____%	_____ _____ _____ _____ <input type="checkbox"/> PRE-CONSTRUCTION SERVICES <input type="checkbox"/> CONSTRUCTION SERVICES
ADDRESS:					
CITY/STATE/ZIP:					
CONTACT NAME:					
TELEPHONE NO:					
E-MAIL:					

JV/SUBCONSULTANT/SUPPLIER INFORMATION	TYPE	SMALL BUSINESS (YES OR NO)	CHECK ALL SOCIOECONOMIC CERTIFICATIONS	DOLLAR AMOUNT & PERCENT OF WORK	DESCRIPTION OF WORK
NAME:	<input type="checkbox"/> JV PARTNER <input type="checkbox"/> SUBCONSULTANT <input type="checkbox"/> SUB-TIER CONSULTANT TIER: _____ <input type="checkbox"/> SUPPLIER	<input type="checkbox"/> YES	<input type="checkbox"/> ACDBE <input type="checkbox"/> PORT – SBE <input type="checkbox"/> PORT – VSBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE Other: _____ _____	\$ _____ _____ %	_____
ADDRESS:					<input type="checkbox"/> NO
CITY/STATE/ZIP:		_____			
CONTACT NAME:		_____			
TELEPHONE NO:		_____			
E-MAIL:		<input type="checkbox"/> PRE-CONSTRUCTION SERVICES <input type="checkbox"/> CONSTRUCTION SERVICES			

I certify under penalty of perjury that the information contained on this form is true and correct and that the firms listed will be utilized if this Contract is awarded to the above Prime Proposer. I agree to comply with any applicable provisions for additions and substitutions, and I further understand and agree that the Port of Oakland must be informed of all changes or substitutions.

Overall ACDBE Business Participation Level Proposed by Prime: %

SIGNATURE

DATE



RFP No.: 22-23/02, Airport Shuttle Bus, Ground Transportation and Curbside Management Services

Provide the following information for all firms proposing, bidding, or quoting on this contract at the time of proposal submittal. If any information is not included, specify reason why you could not obtain the information. Use additional sheets if necessary. [**Reminder: the information below must be collected from every sub who submits a quote/bid/proposal to the prime and every potential sub who submitted a quote/bid/proposal to each prime, including unsuccessful ones.**]

Name/ Federal I.D. or State I.D. No.	Address	Phone / Email	ACDBE Certified?		Yrs. in Business	Annual Gross Receipts of Firm
			Yes	No		