



**Metro**

December 31, 2014

**AMENDMENT NO. 01 TO RFP NO. PS11357  
METRO BIKESHARE**

INTENT

This Amendment No. 01 to the subject RFP is issued prior to receipt of submittals, to provide changes and/or clarifications to the RFP. This document and its changes to RFP No. PS11357 have the full force and effect of the original RFP.

Acknowledgement of this Amendment must be made in the space provided in the Proposal Letter under Section 5 of the RFP. (See Pages 5-1 through 5-4).

Please remember that the undersigned remains the sole point of contact on all RFP matters with the following exceptions: 1) Sherie Ayers for **Pre-Qualification** matters at 213-922-5631; 2) Violeta Aguilos for **DEOD** goal matters at 213-922-2639, and 3) Eric Geier for **Ethics** related questions at 213-922-2979.

All other matters should be addressed to the attention of the undersigned only, or to that of an authorized designee. Do not contact other Metro staff or Metro board members about this project until further notice or your firm may be disqualified from participation in this RFP.

**1. Questions received from potential Proposers**

Question #1: Exhibit B – Statement of Work (page 2-104), item # 9 says helmets are required as part of the program. However, page 3-40, item #10 says they are "encouraged". Can you clarify whether helmets are mandated for users?

Answer #1: Helmets are not required. Exhibit B – Statement of Work (page 2-104), item # 9 has been revised to read as follows:

Item # 9: The Bikeshare program shall require "**encourage**" the use of helmets while cycling. The Contractor shall provide options to purchase a Metro Bikeshare branded helmet at the time of initial membership purchase, or when changing or renewing an existing membership. Contractor shall list stores that sell helmets on the Bikeshare website and shall provide a 10% or greater discount if a membership card is shown. ~~Additionally~~ **However**, helmets shall be required for minors (per California law) in membership forms, safety tips on the web and at kiosks. Safety tips language shall state the following: "Always wear a helmet. Helmets dramatically reduce the risk of head injury in a bicycle crash. Riders under 18 are required by California Law to wear a helmet."

Question #2: Pricing Schedule - Why are bikes considered O&M costs and not capital?  
Because it says bikes are O&M, should we include the price of the bikes, spare parts and maintenance in this number?

Answer #2: Refer to the attached revised Pricing Schedule.

Question #3: Does the "total contract price" for the calculation of the DBE commitment include equipment? The equipment is a huge portion of the overall contract and this will make DBE compliance very hard.

Answer #3: The total contract price is the cost for the entire project, including the cost of equipment.

Question #4: What is the deadline for questions submittals and or method?

Answer #4: Refer to IP-05, Interpretation of RFP Documents.

Question #5: Are proposers required to submit Exhibit 1 - Rate Certification (page 2-46)? How is FAR relevant?

Answer #5: Yes. As there are federal funds associated to the project, Metro requires Exhibit 1 - Rate Certification.

Question #6: The RFP states the following on p.142 of the pdf:" Liquidated Damages: In the event Contractor fails to meet the Project Schedule in Section F or the Performance Requirements in Section E, it must pay Metro the amount below according to the phase for every calendar day of delay."

How are liquidated damages assessed for the Performance Requirements in Section E, when there are no measures that are measured in days? Please clarify how this table in Section E relates to the Liquidated Damages \$ amounts.

Answer #6: Answer to be provided under Amendment No. 2.

## **2. Revision to RFP documents**

Changes are bolded and noted in italics.

- a. **Submittal Requirements, Section 1.2, Proposal Content, Tab 3 (Page 3-36)**, addition of bullet #1 (see attachment).
- b. **Evaluation Criteria (Page 3-39)**, addition of bullet #1 under Proposer's Expertise & Experience (see attachment).
- c. **Exhibit C – Pricing Schedule (Page 5-16 through 5-19)**, is modified in its entirety (see attachment)

### **3. Important RFP Reminders**

Deadline to submit questions is Monday, January 5, 2015 at 5:00 p.m. (local time).  
Proposal due date is Tuesday, January 20, 2015 at 2:00 p.m. (local time).

**All other terms and conditions of the RFP will remain the same.**

**Issued by:**

**LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY**



Lily Lopez

Sr. Contract Administrator

Fax No. 213-922-1005

E-mail: [lopezll@metro.net](mailto:lopezll@metro.net)

#### **Enclosures:**

- (1) Submittal Requirements – Revised 12.31.14
- (2) Evaluation Criteria – Revised 12.31.14
- (3) Exhibit C – Pricing Schedule – Revised 12.31.14

## SUBMITTAL REQUIREMENTS – REVISED 12.31.14

### 1.1 GENERAL FORMAT

Proposals shall be prepared single-sided on 8-1/2 x 11" paper (recycled paper preferred) with 1" left, top, bottom and right margins. Typing shall be single spaced and with a minimum font size of ten. **The original shall be bound in a three ring binder.** Copies may be bound in any other fashion. Use of 11" x 17" fold out sheets for large tables, charts or diagrams is permissible, but should be limited. Elaborate format is not necessary. **Do not provide promotional or advertising information.**

Proposers shall submit the following:

Volume I: Technical Proposal - One original, five (5) hard copies and one (1) electronic copy

Volume II: Cost Proposal/  
General Certification Forms - One original, one (1) hard copy and one (1) (including DBE forms) electronic copy

The Technical Proposal shall:

- Contain concise written materials and drawings that enable the reviewer to clearly understand the Proposer's capabilities;
- Specifically describe the Proposer's role in relationship to its subcontractors and suppliers and shall describe the interfaces with said subcontractors and suppliers; and
- **Be limited to 75 pages, inclusive of resumes**

### 1.2 PROPOSAL CONTENT

#### **VOLUME I – TECHNICAL PROPOSAL**

The technical proposal shall have the following components and shall be laid out in the format exactly as shown here:

**TAB 1 - PROPOSAL LETTER** (see Section 5); this letter must be completed and executed by an authorized representative of the Proposer. No other letter may replace or be included in addition to the Proposal Letter.

**TAB 2 - EXECUTIVE SUMMARY** (maximum of 3 pages)

**TAB 3- PROPOSER'S EXPERTISE & EXPERIENCE**

- ***Discuss the experience on similar projects including bikeshare, carshare, and/or other sharable transportation as it relates to partnering, working with and/or securing sponsors/sponsorships.***

- Discuss the experience on similar projects including bikeshare, carshare, and other sharable transportation service or technology in the last 10 years.
- Discuss the technical capabilities of prime and subcontractors based upon the resumes and experience narratives submitted.
- Provide resume of key personnel showing education, work experience and other credentials appropriate to perform the requested services. Resumes may not exceed two (2) pages per resume. Include a discussion of current and future commitments of key personnel and how these commitments may affect their availability on this project.
- List the members of the Team and identify DBE firms.
- Present an organizational chart showing the key personnel for the project.
- **Pro Form 054** - Submit form listing **CURRENT** projects and the current status of each project. Present references.
- **Pro Form 055** - Submit form listing **COMPLETED** projects your firm has managed within the last five (5) years. Present references.

#### **TAB 4 - QUALITY OF EQUIPMENT & SOFTWARE**

- Discuss the reliability, quality of installation and equipment as demonstrated in existing systems in operation.
- Discuss the capability to integrating mobile phone and other new technologies while being accessible to all mobile and web operating systems and platforms.
- Explain the a firm's ability to meet all "required" elements listed in Table 1, Required and Desired Bikeshare System Elements (**include Exhibit D**).

#### **TAB 5 - REGIONAL INTEGRATION AND EXECUTION PLAN**

- Discuss the ability to integrate with other vendors' hardware and software

#### **TAB 6 – INNOVATION**

- Discuss the firm's ability to meets minimum "required" elements per Table 1, Required and Desired Bikeshare System Elements
- Discuss the extent to which the firm provides the "desired" elements per Table 1, Required and Desired Bikeshare System Elements

#### **TAB 7 – ADDITIONAL REQUIRED INFORMATION**

- Exhibit E – Additional Information Submittal
- Exhibit F – Performance Requirement Submittal
- Exhibit G – Project Schedule Milestone Submittal

**VOLUME II COST PROPOSAL/ CERTIFICATION FORMS**  
(TO BE SUBMITTED IN A SEPARATE ENVELOPE)

Each Proposer shall submit a separate sealed Firm Fixed Price offer and shall include the following:

- Pricing Schedule (see Exhibit C)
- Metro's Form 60 (see Section 5) – Provide completed and signed Metro Form 60 covering the entire Statement of Work for itself and any joint venture partners and subcontractors for the contract term.
  
- DBE Forms (see Section 3) – Include forms 1 through 5
- Form 132 (see Section 5)
- Ethics Declaration (**Pro Form 119**) - Provide Completed Form by Proposer and all Subcontractors
- General Certifications (**Pro Form 026**) - Provide Completed Form by Proposer and all Subcontractors
- Certification Of Compliance With Federal Lobbying Requirements (**Pro Form 025**) - Provide Completed Form by Proposer and all Subcontractors (as applicable)
- Certification Of Prospective Contractor Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion (**Pro Form 022**) - Provide Completed Form by Proposer
- Certification Of Prospective Lower Tier Participant Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion (**Pro Form 021**) - Provide Completed Form all Subcontractors

## EVALUATION CRITERIA – REVISED 12.31.14 METRO BIKESHARE

Any proposals resulting from this RFP will be evaluated according to the evaluation criteria and associated weights. Sub-criteria are equally weighted.

### Proposer's Expertise & Experience (30%):

- ***Documented the experience on similar projects including bikeshare, carshare, and/or other sharable transportation as it relates to partnering, working with and/or securing sponsors/sponsorships.***
- Documented experience on similar projects including bikeshare, carshare, and other sharable transportation service or technology in the last 10 years.
- Technical capabilities of prime and subcontractors based upon the resumes and experience narratives submitted.

### Quality of Equipment & Software (25%):

- Reliability, quality of installation and equipment as demonstrated in existing systems in operation
- Capability to integrating mobile phone and other new technologies while being accessible to all mobile and web operating systems and platforms.
- Ability to meet all "required" elements listed in Table 1, Required and Desired Bikeshare System Elements

### Regional Integration and Execution Plan (20%)

- Ability to integrate with other vendors' hardware and software

### Innovation (10%):

- Operator meets minimum "required" elements per Table 1, Required and Desired Bikeshare System Elements
- Extent to which operator provides the "desired" elements per Table 1, Required and Desired Bikeshare System Elements

### Cost (15%):

- The Cost Proposal shall include operating cost inclusive of maintenance, repair and lifecycle replacement of entire system and all components for the entire term of the agreement. The Cost Proposal will be factored into the Proposer's final evaluation score in the following manner:

$$\text{Proposer Cost Score} = \frac{\text{Lowest Cost Proposed}}{\text{Proposer's Cost}} \times 15\%$$

PROPOSER: \_\_\_\_\_

**EXHIBIT C – PRICING SCHEDULE  
REVISED 12.31.14**

**TABLE 1: CAPITAL COSTS (PHASES 1-5)**

**Table 1-1: Phase 1 - Downtown Los Angeles (Based on 65 stations)**

Item No.	Description	Estimated Quantity	Unit Price	Extended Price
1	Kiosk	65	\$	\$
2	Docking Station*		\$	\$
3	Hardware/Software	65	\$	\$
4	Installation	65	\$	\$
5	Bikes	1090	\$	\$
<b>Subtotal (Table 1-1):</b>				<b>\$</b>

**Table 1-2: Phase 2 – Pasadena (Based on 34 stations)**

Item No.	Description	Estimated Quantity	Unit Price	Extended Price
1	Kiosk	34	\$	\$
2	Docking Station*		\$	\$
3	Hardware/Software	34	\$	\$
4	Installation	34	\$	\$
5	Bikes	490	\$	\$
<b>Subtotal (Table 1-2):</b>				<b>\$</b>

\*Proposer must identify the estimated quantity.



<b>Table 1-3: Phase 3 – Two Expansion Cities/Communities (Based on 65 stations)</b>				
<b>Item No.</b>	<b>Description</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	Kiosk	65	\$	\$
2	Docking Station*		\$	\$
3	Hardware/Software	65	\$	\$
4	Installation	65	\$	\$
5	<b>Bikes</b>	<b>936</b>	<b>\$</b>	<b>\$</b>
			<b>Subtotal (Table 1-3): \$</b>	

<b>Table 1-4: Phase 4 – Three Expansion Cities/Communities (Based on 53 stations)</b>				
<b>Item No.</b>	<b>Description</b>	<b>Estimated Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	Kiosk	53	\$	\$
2	Docking Station*		\$	\$
3	Hardware/Software	53	\$	\$
4	Installation	53	\$	\$
5	<b>Bikes</b>	<b>763</b>	<b>\$</b>	<b>\$</b>
			<b>Subtotal (Table 1-4): \$</b>	

\*Proposer must identify the estimated quantity.

<b>Table 1-5: Phase 5 – Three Expansion Cities/Communities (Based on 37 stations)</b>					
Item No.	Description	Estimated Quantity	Unit Price	Extended Price	
1	Kiosk	37	\$	\$	
2	Docking Station*		\$	\$	
3	Hardware/Software	37	\$	\$	
4	Installation	37	\$	\$	
5	Bikes	533	\$	\$	
				<b>Subtotal (Table 1-5):</b>	\$

\*Proposer must identify the estimated quantity.

<b>TABLE 2: O&amp;M COSTS (PHASES 1-5)</b>						
Item No.	Description	Estimated Quantity	# of Years	Unit Price	Extended Price	
1	Phase 1 – Bikes	1,090	7	\$	\$	
2	Phase 2 – Bikes	490	5	\$	\$	
3	Phase 3 – Bikes	936	4	\$	\$	
4	Phase 4 – Bikes	763	3	\$	\$	
5	Phase 5 – Bikes	533	2	\$	\$	
					<b>Subtotal (Table 2):</b>	\$

\*Proposer must identify the estimated quantity.

<b>SUMMARY PRICING</b>		
<b>ITEM</b>	<b>Description</b>	<b>GRAND TOTAL PRICE</b>
Table 1-1	Capital Cost: Phase 1 - Downtown Los Angeles	\$
Table 1-2	Capital Cost: Phase 2 - Pasadena	\$
Table 1-3	Capital Cost: Phase 3 – Two Expansion Cities/Communities	\$
Table 1-4	Capital Cost: Phase 4 – Three Expansion Cities/Communities	\$
Table 1-5	Capital Cost: Phase 5 – Three Expansion Cities/Communities	\$
Table 2-0	O&M Cost: Bikes for Phases 1-5	\$
<b>GRAND TOTAL</b>		<b>\$</b>

**Note: Proposer may submit an alternate pricing; however, Exhibit C, Pricing Form, must be included with the proposal.**