

October 16, 2020

**RESPONSE TO QUESTIONS AND
ANSWERS and ADDENDUM #1**

ATL RFP Number 21-089

**REQUEST FOR PROPOSALS
Safety, Security, and Emergency
Management Consulting Services**

**ISSUED BY:
Atlanta Transit Link Authority
245 Peachtree Center Avenue, Suite 2200
Atlanta, GA 30303**

From: Jennifer Ward, Issuing Officer

To: Potential Respondents

ANSWERS TO POTENTIAL RESPONDENT'S QUESTIONS

The Authorities are hereby issuing responses to questions received from potential respondents to the RFP. Answers are provided below.

| # | RFP Section | RFP Page # | Question | Answer |
|---|--------------|------------|--|--|
| 1 | General | | Do you anticipate extending the bid due date? | No. |
| 2 | General | | What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid? | Please refer to Section 4 of the RFP. |
| 3 | General | | Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free? | No. |
| 4 | General | | Other than your own website, where was this bid posted? | The bid was posted to the Georgia Procurement Registry. |
| 5 | Attachment 3 | 1 | What is the budgeted amount annually for this project? | Budget will be determined each fiscal year based on availability of funding. |

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| 6 | 5.1(B)(2) | 23 | Are video conferences acceptable for meetings with the consultant? | Yes |
| 7 | 5.1(B)(1) | 22 | What, if any, on-site, in-person meetings are required each year with the consultant? | That is unknown at this time. |
| 8 | RFP/2.10 | 9 | If a DBE we wish to use, and identified at the time of proposal submission has applied to the GDOT to become certified under the Uniform Certification Program and is awaiting completion of certification, would this be an exemption to the fail criteria designated in the RFP? | Yes. If for any reason the renewal is denied, the proposer is obligated to replace the DBE with the approval of the Authorities. The renewal information can be submitted with the proposal so we can ensure that the DBE has not been pending renewal for an extended amount of time. NOTE: While we highly encourage the participation of DBEs in order to meet our overall agency goal, a Proposer's inability to assist in meeting the agency goal mentioned in the RFP is not a disqualifying event. See Addendum #1. |
| 9 | RFP/2.10 | 9 | Our organization has a federal-approved supplier diversity plan. Would submission of this plan along with a statement to make a good faith effort be sufficient? | Please refer to Appendix A to CFR 49 Part 26 for examples regarding good faith efforts. |
| 10 | RFP/5.1 | 23 | The Scope of Services mentions internal meetings. Can the ATL clarify their requirements for in person meetings during this time of COVID? | Video conference meetings will be allowed during COVID. |
| 11 | N/A | N/A | Are the safety, security, and EM documents to be utilized solely by ATL, or will these documents also be utilized by some of the ATL transit partners? | Any documents created will be solely for use by the ATL. |

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| 12 | N/A | N/A | The RFP does not clearly state the federal regulations to which the ATL is required to adhere. Can the ATL clarify which federal regulations their safety and security documents are required to adhere to? | FTA, TSA and any other regulations related to public transportation. |
| 13 | RFP/3.6.1 (B) RFP/3.6.2 (B) | 15 | Is Offer Document #6 limited to 25 pages overall, or 25 pages for 3.6.1 and 25 pages for 3.6.2 (50 pages total)? | The Statement of Firm's Qualifications and Experience document is limited to 25 pages, and the Project Team and Project Approach Document is limited to 25 pages. Offer Document 6 will have 50 pages total between the two sections. |
| 14 | 3.6.1 and 3.6.2 | 20/31 | In both sections 3.6.1 and 3.6.2, the RFP states: "There is no prescribed format for this document. The format of the document shall be at the discretion of the Proposer; however, font size no smaller than 10 pt. with margins no less than 1 inch, on 8.5 x 11 size paper. Proposer should label this document as Offer Document #6 – Firm Qualifications and Experience in its proposal. The page limitation for this response is 25 pages." Can SRTA please confirm that there is a 25-page limit per section? | See Question 13. |
| 15 | 5 Scope of Services | 27- 31/31 | What is the NTE amount for each Task listed under Part 2 - Scope of Services? | This information is not available, however, we are looking for firm, fixed pricing for each deliverable under the various Tasks. These are broken out in the Pricing Sheet. |
| 16 | N/A | N/A | What is the NTE amount for the initial term of the contract? | This information is not available, however, we are looking for firm, fixed pricing for each deliverable under the various Tasks. These are broken out in the Pricing Sheet. |

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| 17 | 5 Scope of Service (3) | 29-30/31 | Regarding Task 3 - TTX - on page 29/31 it states that planning should take approximately 3-6 months, and the expected delivery would be Spring of 2021. Given the Project Kickoff Meeting for the initial term wouldn't happen until January 2021, is a Spring delivery expected to be between April - June or March - April? We recognize there could be limitations or delays due to COVID-19. | That is unknown at this time. |
| 18 | 5 Scope of Services | 27-31/31 | Will an earlier kickoff meeting than January 2021 be allowed should the contract be awarded? This would allow the contract team to begin needed work for SRTA. | No. |
| 18 | 5 Scope of Services | 27-31/31 | Should meetings and deliverables that would usually occur in person be expected to be virtual, in-person, or a hybrid? Examples include kickoff meetings, TTX, and HSEEP meetings. | Virtual and in-person. |
| 20 | 5 Scope of Services | 27-31/31 | Are any hard copy materials required for the project (to include detailed work plan, safety plan, or exercise materials) | Most materials can be provided electronically. |
| 21 | 5 Scope of Services | 27-31/31 | Will electronic copies of deliverables be acceptable to allow SRTA to print documents as needed, especially given the virtual environment and restrictions due to COVID-19? | Yes |

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| 22 | 3.19 Price Proposal | 22/31 | Can more than three positions be listed in the price proposal form? For example, if we have staff members who will support Task 2, Review and Update Agency Safety Plan and Hazard Tracking Log, can we add lines to the spreadsheet to account for those staff positions and titles? | Yes, but please be mindful of the formulas, check all calculations before submitting your proposal, and disclose all additional costs associated with the additional staff members supporting the Task. Please cross reference with question 28 for additional information on staff breakdown. |
| 23 | 5 Scope of Services (3) | 29-30/31 | Task 3, TTX and Parameters appears to be a "critical area" as described under the Part 2 - Scope of Services. However, in the Price Proposal Spreadsheet, the Excel Workbook tab, Optional Task 3, the TTX and Parameters is listed as Optional and SRTA "may" issue a task order for this activity. Can SRTA confirm if the TTX and Parameters is a critical area or is optional? | For clarity, this was listed as Optional in the pricing sheet due to the fact that circumstances and scheduling could change due to COVID-19. However, as part of this RFP, we ask that all bidders submit firm pricing in their proposals for this activity. |
| 24 | RFP 21-089 / 5.1 (A) | p.22 | In addition to the Xpress buses, what other assets or locations does ATL want addressed in this proposal (e.g., maintenance facility)? | Yes, all ATL-Xpress Operations should be covered. Xpress currently runs service from 3 separate operating Facilities and 27 Park and Ride lots. |
| 25 | RFP 21-089 / 5.1 (A) | p.22 | What federal, state and local standards and guidelines are currently integrated into the ATL's agency security plan? | Currently, the ATL does not have a security plan. |
| 26 | RFP 21-089 / 5.1 (B) (2) | p.23 | When was the last threat and vulnerability assessment or risk assessment completed? | Approximately 2-3 years ago |
| 27 | RFP Section 1.1A; 1.3 | 1 | Does the ATL anticipate making more than one award? If so, will the ensuing contract be an MSA with task orders issued? (The phrasing in 1.3 states "The contracts to be awarded...") | There will be one contract award. This phrase contained a typographical error. For each task under the awarded contract, ATL/SRTA plan to issue task orders as needs for those activities arise. |

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| 28 | Attachment 3 Offer Document #19-Price Proposal | Page # 3 as well as Attachment 3 | What is meant by "blended hourly rate"? | The most basic definition is when a firm offers the services of two or more staff members at the same hourly rate, when the staff members are normally billed at different hourly rates. SRTA/ATL expects to see a blended hourly rate; but at the same time, would like to see the staffing breakout and hours to assess how the project is being staffed, and also for transparency purposes. |
| 29 | RFP Section 2.10 DBE Participation | #9 | For the Disadvantaged Business Enterprise (DBE) requirement, can the DBE be certified in other states or do they have to be certified in the State of GA? | DBE must be registered with the State of Georgia. |
| 30 | RFP Section 2.10 DBE Participation | #9 | Please clarify what is meant by DBE? Will a MWDBE business be eligible under this RFP? | Please refer to the US DOT website that discusses DBE: https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/dbe-laws-policy-and-guidance . Please also see question 8. |
| 31 | RFP Section 2.1 | #3 | Has a budget amount been identified for this project? | Budget will be determined each fiscal year based on availability of funding. |
| 32 | RFP Section 4.2, A #2 | #18 | Will the oral presentations/interviews be conducted in person or virtually? | Virtually |
| 33 | RFP Section 5 | #22 | For the Scope of Services, with respect to the ongoing COVID-19 restrictions, does the ATL anticipate the work being done virtually or onsite? | The majority of work is expected to be completed virtually. |
| 34 | RFP Section 5.1B 2 Task 2 Bullets 1-9 | #23 | What and how many plans will need to be developed and maintained? | That is unknown at this time. |
| 35 | RFP Section 5.1B 2 Task 2 Bullets 1-9 | #23 | Please clarify what is meant by master program? | A program that fully encompasses all aspects of Safety, Security and Emergency Preparedness for a public transit agency. |

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| 36 | 5.1.B 2 Task 2 Deliverables | #23 | Does a Corrective Action Plan currently exist? | Yes |
| 37 | 2.4 (Letters C& D) | 4, 5 | If a firm has an exception to the contract document, can this exception be addressed in the proposal or does it have to be submitted as a part of questions due on October 9, 2020? | The contracts question and clarification submittal is requested in order for SRTA/ATL to assess whether the Pro Forma contract is reasonably acceptable to the market and whether material changes to the terms may be required. |
| 38 | 2.10 DBE Participation | 9 | Since the contract includes critical and optional tasks, how is the 9.62% DBE requirement being calculated? When will a firm know what tasks are taking place each contract year in order to obtain additional DBE support, if needed, to meet the required percentage? Can additional DBE firms be added after the contract is awarded, if needed, to address optional contract tasks? | Proposers should include DBE participation for those items being priced during the RFP submittal. This can be noted on the Offer Document # 9 or attached behind Offer Document 9 as a supplement. Please label any supplemental document as "Offer Document 9," if provided. |
| 39 | 2.10 DBE Participation | 9 | Can a DBE be used if it is a Federally certified (FTA certified DBE) but is not registered in the State of Georgia DBE database? | No. |
| 40 | 2.10 DBE Participation | 9 | Can a MBE or WBE be used to meet the DBE certification? | Proposer must be registered as a DBE with the State of Georgia DBE database. |
| 41 | 2.17 Contractual Provisions | 11,12 | Can exceptions to the contract language be included in the proposal, or must they be addressed via questions prior to the proposal submission? | See question 37. |

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| 42 | 2.22 ATL and SRTA's Right to Request Additional Information - Contractor Responsibility | 12 | What equipment is being referenced in this section? "This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of the Authorities, financial resources sufficient to complete performance under the Contract, and relevant experience in similar endeavors." | This section allows SRTA/ATL to perform any due diligence needed to ensure that certain overhead costs are not passed through as an additional cost to SRTA/ATL. |
| 43 | 4.2.1 Proposal Evaluation Criteria | 20 | How will the points for evaluated competitor proposals be awarded as they follow the lowest average cost proposal? Will it be a percentage of total available points? Will it be by dollar amount differences? Can a scale be provided to support the development of the budget response? | Please refer back to Section 4.2.1. SRTA/ATL does not provide additional details such as weighting of cost elements; instead, SRTA/ATL encourages Proposers to submit their best price proposals based on the project criteria provided. |
| 44 | 5.1 Summary of Services | 22 | Does SRTA anticipate the project kickoff meeting being in-person or virtual? | Virtual |
| 45 | 5.1 Summary of Services | 23,24 | Task 2 Program Management lists 9 activities that need to be executed on a yearly basis. However, only 4 deliverables are listed, and they do not directly correlate to the 9 activities. Can SRTA provide a breakdown of how the 9 activities listed relate to the deliverables? | Task 2 are activities that may need to be executed on a yearly basis. Activities will be determined during the annual planning meeting. |

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| 46 | 5.1 Summary of Services | 23,24 | Only the Agency Safety Plan Hazard Tracking Log Update is listed as 'critical' or occurring every year. This appears to be in conflict with the 9 tasks listed on page 23 which say they must be executed on a yearly basis. How should firms address this in the pricing proposal? | The ASP and Hazard Tracking Log will be done annually. Everything else will be decided upon on a yearly basis during the annual planning meeting. |
| 47 | 5.1 Summary of Services | 23,24 | Does SRTA currently have a master program that includes all aspects of safety, security, and emergency preparedness, as required by FTA, TSA, Federal, State or Local government. If so, where is this this hosted or is it a static document? | No. |
| 48 | 5.1 Summary of Services | 23,24 | How many plans are anticipated to be updated in the activity listed as "Develop, review, revise or improve any current programs, plans or documents." When were these plans last updated? | That is unknown at this time. |
| 49 | 5.1 Summary of Services | 23,24 | What types of guidance is SRTA requesting to be provided under "Provide guidance and oversight on upcoming audits, meetings, or briefings". Is this to mean GDOT audits, FTA audits, TSA, audits? Are you requesting support for financial or programmatic audits (or both)? | Any type of audit related to Safety, Security or Emergency Preparedness that ATL-Xpress may encounter. |

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| 50 | 5.1 Summary of Services | 23,24 | Under "Reviewing and expanding the training program for safety and emergency response": is the contractor expected to develop training courses or identify those that are already available from regulatory agencies? How many courses are anticipated to be developed? If training is anticipated to be conducted in person, how many people per training and how many sessions are anticipated to be conducted? | Both. Unknown. Training will be in-person or virtually. TBD. |
| 51 | 5.1 Summary of Services | 23,24 | For "Providing on-going training and development activities for staff and contractors", Is this training anticipated to be in person, virtual, or through the development of computer-based training modules? Does SRTA and its contractors share a learning management system for online training? | Virtual or in-person. No. |
| 52 | 5.1 Summary of Services | 23,24 | When was SRTA's last Threat and Vulnerability Assessment conducted? | Approximately 2-3 years ago |
| 53 | 5.1 Summary of Services | 23,24 | What steps has SRTA taken towards developing a Vulnerability Assessment Program? Is there a structure in place currently or will the contractor be developing this from start? | None. Developing from start. |
| 54 | 5.1 Summary of Services | 23,24 | For training delivery, is the contractor responsible for paying for space and refreshments or will SRTA provide this? | ATL would ideally utilize space within our offices. Due to COVID limitation, this may not be possible. Proposers should include costs for a space and refreshments of up to 50 people. |

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| 55 | 5.1 Summary of Services | 24,25 | Under exercise delivery the RFP states "The consultant shall be responsible for logistical arrangements, i.e. renting of facilities, and ordering/paying for food." Since SRTA is tax exempt, will SRTA work with the contractor to provide tax exemption documentation? If the venue or caterer will not allow the contractor to bypass the payment of taxes since they are the ones making the purchase and not SRTA, how will the contractor be reimbursed for the payment of taxes? | Yes, if the vendor incurs taxes ATL will reimburse these costs. |
| 56 | 5.1 Summary of Services | 24,25 | Since 30-50 participants is a large spread, should proposers include budget for space and refreshments for 50 people? If not, and the contractor budgets for 30 and exercises are larger, will funding amendments be available to cover the additional persons? | Yes, please refer to the response to question 54. |
| 57 | 5.1 Summary of Services | 24,25 | For rented venues, is the contractor responsible for addressing ADA compliance requirements? | Yes |
| 58 | 5.1 Summary of Services | 24,25 | For budgeting purposes, under exercises how many documents should be considered for review under "Review available plans and procedures, responsibilities, and resources of participating agencies."? | Currently, the SSEPP which includes a TVA, Emergency Response Plan and CAP, ASP which include the Hazard Tracking Log, and the Security Program. Some plans will not be reviewed every year. |
| 59 | 5.1 Summary of Services | 24,25 | Are contractors responsible for tabletop exercise registration? If so, is an online hosted registration acceptable? | Yes, and yes. |

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| 60 | 5.1 Summary of Services | 25,26 | Exercise deliverables notes that SRTA expects a tabletop in Spring 2021 under the initial contract. However, under frequency the RFP states, "Once over the life of the contract (optional)" Is this an optional or critical task? Does SRTA anticipate additional exercise activities after the Spring 2021 TTX? - Exercises are listed as Optional Task 3 in the price proposal. | See answer to Question 23. |
| 61 | Price Proposal Form | | Is this anticipated to be a Firm Fixed Price contract or Time and Materials contract? | Firm, fixed price |
| 62 | Price Proposal Form | | Where should rental of space and refreshments be included in the price proposal? | This can be included under the Support Services/Supplies category under Miscellaneous. |
| 63 | Price Proposal Form | | Does SRTA use GSA per diem travel rates? Since these rates are likely to fluctuate over the life of the contract, will the contractor be eligible to receive the published GSA rate each year or are they tied to the amount listed in the price proposal at time of submission? | SRTA/ATL expects firm, fixed pricing for all deliverables in the proposal. |

ADDENDUM #1: RFP 21-089

Section 2.10 (B) of the RFP is hereby amended as follows:

(B) ATL's overall agency goal for participation by DBEs in its federally funded contracts awarded between October 1, 2019 and September 30, 2022 is 9.62% and ~~ATL has established the same participation level (9.62%) as the agency goal for this Contract.~~ Additional Contract requirements related to participation by DBEs are specified in Attachment 4 (Contract) of this RFP.

Offer Document #9 is hereby amended as follows:

This document must be fully completed, signed by an authorized representative of the Contractor, notarized, and submitted with the ~~price quote.~~ technical proposal (Offer Document Portfolio).