

**WILLIAMSBURG AREA TRANSIT AUTHORITY  
REQUEST FOR PROPOSALS (RFP)  
09-0002  
DEMAND RESPONSE SERVICES FOR DISABLED**

**PRE-PROPOSAL CONFERENCE  
QUESTIONS AND ANSWERS**

**ADDENDUM NO. 2**

**Date: October 7, 2009**

This addendum is forwarded to provide answers to questions received at the Pre-Proposal Conference dated October 5, 2009. Please call Richard Drumwright at 757-220-5547 if you have any questions regarding this Addendum.

**1. Who was the last contractor? And, how many vehicles were used?**

**Answer:** The previous contractor who provided demand response services was a private, independent contractor who leased two (2) wheelchair accessible WATA vehicles.

**2. On average, how many transports are done daily?**

**Answer:** Please refer to Section VII ("Scope of Services"), paragraph A.1 ("Demand Response Service Description and Use") on page 2: "The Fiscal Year 2008 daily trip average was sixteen (16) trips per day with an average of nine miles per trip and for Fiscal Year 2009 daily trip average was (17) seventeen trips per day with an average of nine miles per trip."

**3. What is the breakdown between ambulatory and non-ambulatory customers?**

**Answer:** Please refer to Section VII ("Scope of Services"), paragraph A.1 ("Demand Response Service Description and Use") on page 2: "There are 141 individuals registered users of this service with 41 wheelchair users."

**4. On a weekly average, what is the actual ridership of ambulatory and non-ambulatory customers?**

**Answer:** In September 2009, the average number of weekly trips was 81. Of those 81 trips, the average number of trips for non-ambulatory customers was approximately 17 per week.

**5. What is the exact service area?**

**Answer:** A map of the service area is on our website, [www.williamsburgtransport.com](http://www.williamsburgtransport.com). WATA will provide to each Offeror, by US mail, a map of the service area, if requested.

**6. Does the Newport News connection include paratransit to paratransit services?**

**Answer:** To date, WATA has not been asked to provide this service. However, if a customer requests paratransit services to/from Williamsburg and Newport News, the Contractor will provide the service(s).

**7. On page 4, Section 8, what would the lease amount be?**

**Answer:** The lease cost will be a nominal fee of \$1.00 per year, per vehicle. Furthermore, per WATA RFP 09-0002, Section VII (“Scope of Services”), paragraph A.8 (“Leasing of Vehicles”) on page 4: “The lease will be available on an annual basis and the Contractor will be responsible for all operational aspects of the leased vehicles including maintenance in accordance with WATA preventive maintenance schedules, insurance, and provisions for licensed driver and dispatcher.”

**8. What is the time window for a pickup?**

**Answer:** Per 49 Code of Federal Regulation Part 37 121-125, trips must be scheduled within one hour of the requested pickup time. If a trip cannot be made within the one hour request, it is tracked as a denial due to the inability to meet the Americans with Disabilities Act service criteria.

**9. How long is the driver training?**

**Answer:** The driver training program is eight hours in length.

**10. Do drivers need to finish the training before starting services?**

**Answer:** Yes.

**11. What type of device does WATA want us to use for the Electronic Transportation Log?**

**Answer:** WATA has no preference on the type of equipment used. However, WATA prefers that the log be transmitted by email.

**12. Would the contracted drivers be under WATA’s drug and alcohol testing program?**

**Answer:** Yes. Please refer to Section XV. Special Terms and Conditions, paragraph II (“Drug and Alcohol Testing”) on page 23: “The Contractor agrees to participate in WATA’s drug and alcohol program established in compliance with 49 CFR 653 and 654.”

**13. Who pays the cost for the drug and alcohol testing, Contractor or WATA?**

**Answer:** The Contractor.

**14. Should the pricing information be submitted in a separate envelope?**

**Answer:** No, it should be included with the proposal.

**15. How will WATA respond to the questions asked today? By email and/or fax?**

**Answer:** WATA will issue Addendum 2 which will be emailed or faxed (or both upon request) and posted on WATA’s website, [www.williamsburgtransport.com/Pages/procurement.html](http://www.williamsburgtransport.com/Pages/procurement.html)

**16. Can the Project Manager also be assigned as and perform the duties of a driver? (page 8, section 15 “Contractor Representative”)**

**Answer:** WATA’s preference is that the Project Manager not have a driver’s duties and responsibilities, as this may detract from adequate project oversight.

This Addendum is a part of the Request for Proposals and Contract Documents.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

Distribution:

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B. Creel, WATA

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