

ADDENDUM #1

KITSAP TRANSIT
Request for Proposals
POTC Planning Study
IFB #KT 22-778
July 25, 2022

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Note: All Proposers shall acknowledge the receipt of this Addendum on their Bid Form. This Addendum contains the following:

- I. Revision to Solicitation Documents
- II. Questions Asked and Answers Given

I. Revision to Solicitation Documents

Revise Section 4: Proposal Content as follows:

3. Project Approach and Methodology with Project Schedule

The Proposal shall address the Scope of Work outlined in the RFQ and describe how the Proposer intends to carry out the tasks. A project schedule shall be provided outlining specific tasks to be performed, key milestones, and individuals responsible for each task. Describe the Proposer's project management techniques for ensuring that the work is accomplished in accordance with established standards and schedules.

The Proposer shall provide a detailed proposed Project Schedule. All major milestones, tasks, and deliverables should be listed. The schedule should assume a Notice to Proceed issued on October 1, 2022. Schedules should be realistic and achievable, the Awarded Consultant will be held to their proposed schedule.

The Contractor should be aware that the schedule presented in their Proposal will be used to measure Contractor's performance and compliance. Assumptions used to assemble the proposed schedule should be clearly articulated including any information or resources that Kitsap Transit will need to provide to maintain the schedule.

4 3. Technical Capacity:

Proposer shall provide a narrative summary of the overall qualifications of the proposed team and how those skills will be used to complete the project. The narrative shall include specific examples from past projects demonstrating these qualifications. Proposer should demonstrate how the team will be arranged and how specific roles and responsibilities will be assigned and managed.

Proposer shall demonstrate how proposed team member's specific skills will lead to a positive outcome for Kitsap Transit. Provide sufficient detail to convey to members of the Evaluation Committee, the

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firm's knowledge of the subjects and skills necessary for the completion of the contract and any other services necessary to complete the Project.

If the Proposer plans to use any sub-consultants, they should be identified in the narrative and their roles should be outlined as well.

5 4. Past Experience

Proposer shall provide three (3) references for similar projects that the team has completed in the past five (5) years; past Kitsap Transit work is not desired. For each reference, provide a narrative description of the services provided and how these services relate to Kitsap Transit's project. These references should also contain examples of challenges that were encountered during the project and how the Proposers team managed these challenges. The reference should contain a summary of the satisfaction level of the client at the end of the project. Each reference should name a primary point of contact including: name of agency, name and title of the point of contact, phone number, and email address. Kitsap Transit reserves the right to contact these references.

6 5. Key Personnel:

Proposer shall provide a brief resume or similar description for the key staff members who will be assigned to this project, including their specific responsibilities and individual qualifications. The resume shall include a minimum of two (2) similar projects that each team member has worked on and a description of their roles and responsibilities. Proposer shall also provide similar information for all sub-consultants that will be utilized for this project.

Proposers must identify a Project Manager, who may not be removed/substituted from the project without written approval from Kitsap Transit. The Proposer will describe the Project Manager's experience, expertise, knowledge, capabilities and resources as they pertain to managing this project's scope of work. The Proposer shall provide a description of three (3) similar projects that the Project Manager acted as either the Project Manager or was a key team leader; including the name of the client organization, primary client contact information, description of the project and time period the work was completed.

7 6. Required Forms:

- **Exhibit A: Bidder's Affidavit; signed**
- **Exhibit B: Acknowledgement of FTA Clauses**
- **Exhibit B: Lobbying Certification; signed**

II. Questions Asked and Answers Given

Question: Is there a not to exceed amount for design?

Answer: No

All other terms and conditions remain the same.

END ADDENDUM 1

Please remember to acknowledge this addendum.