



RFP ADDENDUM  
November 16, 2021

**ADDENDUM NO, 1 TO ALL BIDDERS:**

Reference – Request for Proposal: RFP #2022-2208-Transit  
Commodity: Contract Service Provider  
Date: November 16, 2021  
Due Date: December 10, 2021 @ 4:00 pm

**1. 2.12.4 Bus Operator Requirements have been updated and is highlighted.**

**Operator requirements are as follows:**

- **Possession of a commercial driver’s license (CDL) of the appropriate class and endorsement.**
- **Must be at least 19 years of age.**
- **No more than two (2) moving violations within the last twelve (12) months**
- **No leaving the scene of an accident conviction**
- **No DUI or Reckless Driving violations within the last three (3) years**
- **No Homicide or assault by motor vehicle conviction**
- **No more than five (5) demerit points**
- **Must meet U.S. Department of Transportation requirements for drug and/or alcohol offenses.**
- **May not be subject to outstanding warrant for arrest.**
- **Shall be able to read, write, and speak English.**

Additionally, bus operator requirements and responsibilities include, but are not limited to the following:

- Tallying all riders/rider types who board the bus.
- Thorough knowledge of the routes, stops, and service area as evidenced by training, testing, and certification prior to operating in revenue service.
- Certification in operation of all routes to allow for reassignment of vehicle operators.
- Training and certification in the operation and use of buses provided by the Contractor.
- Understanding of the fare structure, and ensuring collection.
- Maintenance of a courteous attitude, responding to customer inquiries and concerns.



- Refraining from smoking on or immediately proximate to buses or bus stops, at any time. Refraining from eating, and drinking while driving. Operators are prohibited from using personal cellphones while in revenue service and must store a personal cellphone in a backpack, purse or other such personal accessory while in revenue service.
- Conduct a proper and complete pre-trip inspection of the vehicle at the beginning of each driving shift, and documenting the inspection electronically or in hardcopy.
- Wearing seat belts at all times while vehicles are in operation.
- Ensuring that passengers are encouraged to wear seat belts where available when the bus is in operation.
- Using the highest degree of care in loading, unloading, and securing all wheelchairs, scooters, and other passenger accessibility devices.
- Properly directing, and when appropriate assisting passengers with safe entry and exit from the bus.
- For ADA paratransit service, provide assistance to those ADA paratransit riders who require such assistance with navigating to/from the front door of their origin or destination building. Such assistance is to be provided as long as the operator can keep the vehicle in his or her line of sight.
- Driving safely and displaying proper respect and courtesy to other motorists, bicyclists or pedestrians.
- Obeying and following all traffic laws and regulations at all times.
- Not driving a Contractor vehicle while under the influence of alcohol or drugs.
- Reporting all vehicle or passenger incidents and accidents immediately to the Contractor's dispatcher or supervisor.
- Not leaving the scene of any vehicle or passenger accident without the permission of proper authorities and or the Contractor's dispatcher.
- Utilizing all safety and emergency equipment properly and at appropriate times.
- Having valid driver's license in possession at all times while operating transit vehicle.

## 2. 2.12.5 Operator Training

### **This Section has been updated and is highlighted:**

The primary responsibility of the Contractor's drivers shall be the safe operation of vehicles and safe transport of transit service customers. The Contractor shall take all necessary steps to ensure that drivers and other Contractor employees are properly trained and proficient with respect to all elements of safety in the operation of vehicles and transport of passengers.



All training costs shall be at the expense of the Contractor. **City of Radford requires that new operators are trained to the minimal standards listed below, plus refresher training each year. New operator training requires both classroom and on-the-road training.**

At a minimum, all Contractor employees shall be trained as follows:

- vehicle orientation,
- vehicle inspection,
- vehicle operations,
- defensive driving,
- customer relations (including dealing with difficult passengers),
- sensitivity to the elderly and persons with disabilities,
- proper procedures for wheelchair loading, securement, and unloading
- street operations,
- radio protocol,
- safety and security,
- driving in inclement weather,
- accident and incident procedures, and emergency management,
- drug and alcohol testing program.

As part of the proposal, offerors shall submit a comprehensive summary of the new hire and continuing driver training program, including modules, frequency of training, and certification process.

### 3. Attachment 6.2 Exhibit A - Equipment List

- a. Original RFP shows (2) Ford explorers twice, replace one line with Support Van.

(2) Ford Explorers

(1) Ford Support Van

### 4. Attachment 6.4 Cost Proposal

Cost Proposal Form and Unbundled Service Hour Rate Form is **NOT** to be used.

The Offeror must provide its own budget that is to be complete, concise, realistic, and cost effective.



**OPERATING Costs per Service Hour Definition:**

Operating costs include all items related to the operation of the transit system, including, but not limited to, operators, management, supervisory, and administrative staff, maintenance, inspections and repairs, communications and systems, overhead and profit.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,

*Melissa A. Skelton*

Melissa Skelton  
Transit Coordinator  
Phone: 540-267-3188

Name of Firm: \_\_\_\_\_

Signature/Title: \_\_\_\_\_

Date: \_\_\_\_\_