

**ADDENDUM NO. 1  
TO  
POMONA VALLEY TRANSPORTATION AUTHORITY  
REQUEST FOR PROPOSALS  
MANAGEMENT, OPERATIONS AND MAINTENANCE  
SERVICES FOR PVTA TRANSPORTATION SERVICES**

**NOTICE TO ALL BIDDERS:**

This Addendum is attached to and made part of the above entitled specifications from the Pomona Valley Transportation Services. Each Proposer shall acknowledge receipt of this addendum in their submitted proposal.

**CHANGES TO RFP SPECIFICATIONS**

1. RFP p.1, Notice of Request For Proposals, fourth paragraph is revised to read:

*“ A pre-proposal conference will be held at 11:00 a.m. on Thursday, June 20, 2024 in the La Verne City Hall Council Chambers, 3660 “D” Street, La Verne, California for the purpose of receiving questions and comments pertaining to the this RFP. A virtual option will also be available via zoom link (<https://us02web.zoom.us/j/88410167684>). All questions should be sent in advance and questions posed at the conference must be followed up in writing via email to [nicole@pvtrans.org](mailto:nicole@pvtrans.org) and [Erika@pvtrans.org](mailto:Erika@pvtrans.org).”* [changes underlined]

Except for the changes noted above, all other requirements and specifications in this Request For Proposals remain unchanged.



---

Nicole Carranza, CEO

Issued June 14, 2024

**PRE-PROPOSAL CONFERENCE  
REQUEST FOR PROPOSALS**  
*Management, Operations and Maintenance Services for Pomona Valley  
Transportation Authority (PVTA) Transportation Services*  
**June 20, 2024 11:00 a.m.**  
**La Verne City Hall Council Chambers, 3660 “D” Street, La Verne, California**  
<https://us02web.zoom.us/j/88410167684>

**AGENDA**

All questions should be sent in advance and questions posed at the conference must be followed up in writing via email to [nicole@pvtrans.org](mailto:nicole@pvtrans.org) and [Erika@pvtrans.org](mailto:Erika@pvtrans.org)

**Introductions**

**PVTA**

Nicole Carranza, PVTA CEO  
Erika Jacquez, PVTA Senior Program Manager  
James Larusch, Procurement Consultant

**Conference Attendees, Self Introductions**

**Goals for Procurement and Major Issues**

1. Service Model-Single Prime Contractor
2. Goals- Improve on-time performance, expand group service capacity, improve customer experience, restore productivity, improve on Demand services, improve Scheduling and reporting technology.
3. Facility with potential to charge BEV's

**Review of PVTA Procurement Process**

- Timeline [RFP p.10]
  - Submission Deadline for Questions June 21, 3:00pm
  - Submission of Proposals July 31, 3:00pm
  - Interviews August 27
  - Contract Award: September 11
  - Start of Service: November 1, 2024
- 75pp. limit on proposals – RFP p.12
- Evaluation Criteria – RFP p.17
- Proposal Requirements – RFP pp. 19-24
  - Management Contact
  - Personnel and Management Plan
  - Scheduling and Dispatch System

- o Coverage and Driver Resourcing
  - o Reporting
  - o Cost Reduction and Service Improvement
  - o Cost Proposal and Required Attachments
- Scope of Work
  - o Responsibilities of PVTA [SOW pp.35-37]
  - o Responsibilities of Contractor [SOW pp.37-70]
  - o Service Standards – [SOW p.45-46]
  - o PVTA Incentive Program [SOW p.47-48]
- Draft Service Agreement
  - o Price Formula [pp.79]
  - o Federal Clauses Attachment 1
  - o DBE Goal 3.01% Forms 4, 5 & 6

### **Questions from Prospective Bidders**

### **Wrap-Up**