



ADDENDUM NO.1

REQUEST FOR PROPOSALS (RFP) FOR VENTURA COUNTY BUS STOP INVENTORY AND ASSESSMENT

ISSUED March 31, 2025

The Ventura County Transportation Commission issues this addendum to inform proposers of revisions to the Requests for Qualifications (RFP) package and is hereby made a part of the RFP documents. The following changes, additions, and/or clarifications shall be made to the requirements for the above-mentioned project. In case of a conflict between the original RFP package and this Addendum, this Addendum shall govern.

All requirements contained in the RFP package shall apply to this Addendum, and the general character of the project called for in this Addendum shall be the same as originally set forth in the applicable portions of the RFP documents, unless otherwise specified under this Addendum. All incidental work necessitated by this Addendum, as required to complete this project, shall be included in the RFP, although not specifically mentioned in this addendum. The balance of the RFP documents shall remain unchanged.

The proposer shall acknowledge receipt of this Addendum as part of the RFP submittal.

MODIFICATIONS TO RFP:

M1: Revise the following text in *Section – Project Timeline Summary + Budget* to reflect the following:

*“As mentioned above, this project is funded by SCAG’s REAP 2.0 Program and all project activities shall be completed by ~~June~~ **April 30, 2026**. VCTC encourages bidders to propose schedules that identify efficiencies wherever possible to complete the project prior to the ~~June 3~~ **April 30, 2026** deadline while accounting for potential risks. The budget ~~range~~ for this project is ~~between \$300,000 and \$400,000.~~”*

M2: Revise the following text in *Section – Proposal Submittal Instructions* to reflect the following:

*“Appendices **may not** be included as part of the technical or cost proposal. Proposals received after the submittal due date or Addendum (if applicable), will be deemed nonresponsive and will not be considered.”*

CLARIFICATIONS TO THE RFP:

Q1: Are the bi-weekly project meetings required to be virtual or in-person?

A1: The bi-weekly project meetings should be assumed to be virtual.

Q2: Will the Commission meeting, as part of Task 6 – Final Report and Presentation, be in April 2026 or May 2026 and will the consultant be required to be in-person or virtual?

A3: The successful consultant shall expect to present at the May 2026 meeting and will be required to attend in-person at the Camarillo City Hall in Camarillo, CA.

Q4: Is VCTC open to a dashboard that is integrated in its website that allows the public to access various bus stops (e.g. photos, amenities, etc.)?

A4: This is not a requirement per the scope of work, but VCTC is open to innovative approaches. Consultants should include any items outside of the scope as optional and should include associated costs as specific line items outside of base costs.

Q5: Can VCTC provide more detailed information on the count and type (i.e. benches, sign only, full shelter, transit center) of bus stops included in its RFP?

A5: VCTC does not have a single comprehensive inventory that contains the count and type of bus stops identified in the RFP. There are inventories and assessments associated with each operator but vary in level of information. The awarded Consultant will be provided with each entities transit amenity inventory to serve as a baseline.

Q6: In Task 2, the RFP mentions that the selected contractor will be provided with Gold Coast Transit’s (GCTD) 2022 bus stop improvement plan data. Does this GCTD data need to be recollected as a part of this project? Or would the selected contractor instead update that existing data to account for any amenity changes, if any, GCTD has made in the last couple of years?

A6: The selected contractor may update the existing data to account for amenity changes. However, VCTC anticipates that through this effort, the selected contractor will need to

recollect this data in order to ensure uniformity with other collected information as part of the digital database develop and data collection.

Q7: How does VCTC foresee data collection around the presence of lighting at a bus stop being defined? Bus stops can be lit by a dedicated light on a pole, within a shelter, or by ambient light sources.

A7: VCTC anticipates defining lighting presence through a categorization approach that includes but is not limited to: (1) dedicated lighting – lights mounted on poles, (2) shelter lighting – integrated lighting system that is part of the shelter, and (3) ambient lighting – indirect lighting from nearby sources (e.g. streetlights, storefronts, or other adjacent infrastructure). VCTC welcomes any proposed methodologies or technologies that improve the efficiency and reliability of data collection and assessment activities.

Q8: Page three of the RFP states that “Appendices may not be included as part of the technical or cost proposal” but that proposers should also list exceptions to the draft contract in the proposal. Where or in what format would VCTC like to receive exceptions to the draft contract?

A8: Proposers may include appendices as part of the technical or cost proposals. Please refer to Modifications to the RFP – M2 (see above) in Addendum No. 1.

****REMINDER** THE DEADLINE TO SUBMIT PROPOSALS TO THIS RFP IS **APRIL 18, 2025 @ 5:00 PM (PST).****

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