

<p>REQUEST FOR PROPOSAL OTR0126-23-R-12883</p> <p>Mark Goodale Project Manager (860) 594-2807 Telephone Number DOT.Transit@ct.gov E-Mail Address</p>	<p>STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION (CTDOT) Office of Transit & Ridesharing 2800 Berlin Turnpike Newington, CT 06111</p>	<p>RFP Number: OTR0126-23-R-12883</p>
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NOTICE TO VENDORS:

To automatically receive notification of new Bids & RFP's and Addenda from CTSource, the State of Connecticut's Contracting Portal via e-mail click on the following link. Review the Supplier Registration section; click on CTSource Supplier Registration and follow the instructions to create your CTSource account.

<https://portal.ct.gov/DAS/CTSource/CTSource>

Request for Proposal (RFP)
SPECIFICATIONS & PROPOSAL DOCUMENTS ATTACHED

**DESCRIPTION: CONNECTICUT DEPARTMENT OF TRANSPORTATION
MICROTRANSIT PILOT PROGRAM**

DELIVERY OF PROPOSALS

Applicant shall submit one (1) original and five (5) copies bound (3-ring binders, with section divider tabs) hard copies and one (1) digital copy and (1) sealed Cost Proposals.

If sent via a Commercial Express Carrier, please address the submission as follows:

Mark Goodale
Transportation Supervising Planner
Connecticut Department of Transportation
2800 Berlin Turnpike, Newington, CT 06131
(860) 594-2807
DOT.Transit@ct.gov

If the proposal is sent via U.S. Mail, please address the submission to:

Connecticut Department of Transportation
Attn: Mark Goodale
P.O. Box 317546
Newington, CT 06131-7546

If the submission is being Hand Delivered sent via U.S. Mail, please deliver to:

Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT
Security Desk – Ask for Mark Goodale, Office of Transit and Ridesharing
(Receipt of hand delivered Proposals prior to RFP Due Date, can be made between 8:00 a.m. and 4:00 p.m., Monday through Friday excluding State Holidays. In the event that the Proposal is delivered on the RFP Due Date, it must be received no later than 4:00 p.m., Eastern Time

Allow sufficient time if responding by mail. Mailing your response to CTDOT, Business Services & Inventory Management is preferred.

If hand-delivering your response, see above instructions. Vendors cannot enter buildings without a valid photo ID.

NOTE: Responses WILL NOT be accepted after specified RFP Due Date & Time

USE LABEL BELOW ON ALL PACKAGES WHEN RETURNING YOUR RESPONSE

SEALED RFP NO. OTR0126-23-R-12883

RFP DUE DATE/TIME: Friday, April 28, 2023, by 4:00 pm ET

Department of Transportation
Office of Transit & Ridesharing
Attn: Mark Goodale

MAILROOM or SECURITY DESK:

DO NOT OPEN - RFP

PROPOSAL

12883

Mark Goodale
Project Manager
(860) 594-2807
Telephone Number

STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION

RFP NO.
OTR0126-23-R-12883

Read & Complete
Carefully

Page 1 of 3

RFP NO: OTR0126-23-R-12883	RFP DUE DATE: April 28, 2023	RFP DUE TIME: 4:00 PM, Eastern Time	RFP SURETY: \$0.00	DATE ISSUED: January 26, 2023
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DESCRIPTION: Seeking proposals from eligible qualified applicants to develop and operate on-demand microtransit service to be operated as part of a microtransit pilot program as authorized by Public Act 22-40 (Pilot)

FOR: Microtransit Pilot Program	TERM OF CONTRACT: Base contract - Two (2) year pilot
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REQUEST FOR PROPOSAL: Pursuant to the provisions of Section 13b-34 of the Connecticut General Statutes as amended, Business Services & Inventory Management is soliciting proposals for CTDOT, for the furnishing of the subject commodities and/or services.

IMPORTANT: ALL pages of this form, Sections 1 through 3 must be completed, signed, and returned by the Proposer as part of the proposal package. Failure to submit all pages of this form may constitute grounds for rejection of your proposal.

Section 1 of 3 - **PROPOSER INFORMATION**

COMPLETE PROPOSER LEGAL BUSINESS NAME: PRINCIPAL PLACE OF BUSINESS:	Taxpayer ID # (TIN): <input type="checkbox"/> SSN <input type="checkbox"/> FEIN WRITE/TYPE SSN/FEIN NUMBER ABOVE
BUSINESS NAME , TRADE NAME, DOING BUSINESS AS (IF DIFFERENT FROM ABOVE) <input type="checkbox"/> PRINCIPAL PLACE OF BUSINESS (IF DIFFERENT FROM ABOVE)	
BUSINESS ENTITY: <input type="checkbox"/> LLC <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETORSHIP (ATTACH NAMES AND TITLES OF ALL PARTNERS) <input type="checkbox"/> CORPORATION TYPE OF CORPORATION: - STATE ORGANIZED IN:	
NOTE: IF INDIVIDUAL/SOLE PROPRIETOR, INDIVIDUAL'S NAME (AS OWNER) MUST APPEAR IN THE LEGAL BUSINESS NAME BLOCK ABOVE.	
BUSINESS TYPE: A. SALE OF COMMODITIES B. MEDICAL SERVICES C. ATTORNEY FEES D. RENTAL OF PROPERTY (REAL ESTATE & EQUIPMENT) E. OTHER (DESCRIBE IN DETAIL)	
UNDER THIS TIN, WHAT IS THE PRIMARY TYPE OF BUSINESS YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE)	
UNDER THIS TIN, WHAT OTHER TYPES OF BUSINESS MIGHT YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE)	
WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSALS ON BEHALF OF THE ABOVE NAMED PROPOSER SIGN HERE	DATE EXECUTED
TYPE OR PRINT NAME OF AUTHORIZED PERSON	TITLE OF AUTHORIZED PERSON

STATE OF CONNECTICUT

OTR0126-23-R-12883

DEPARTMENT OF TRANSPORTATION

Mark Goodale
Project Manager
(860) 594-2807
Telephone Number

RFP NO. 12883

Read & Complete
Carefully

Section 1 of 3 - PROPOSER INFORMATION (CONTINUED)

PROPOSER ADDRESS	STREET	CITY	STATE	ZIP CODE
Add Additional Business Address information on back of this form, if needed.				
PROPOSER E-MAIL ADDRESS		PROPOSER WEB SITE <input type="checkbox"/>		
REMITTANCE INFORMATION: INDICATE BELOW THE REMITTANCE ADDRESS OF YOUR BUSINESS. SAME AS PROPOSER ADDRESS ABOVE.				
REMIT ADDRESS	STREET	CITY	STATE	ZIP CODE
Notice: Provision pursuant to Section #37 of DOT-50, <u>Notice</u> , for all communications as required by Section #37 of DOT-50 of 19DOT7000, provide the Proposer Contact Information below.				
PROPOSER CONTACT INFORMATION:		NAME (TYPE OR PRINT)		
PROPOSER ADDRESS	STREET	CITY	STATE	ZIP CODE
Add Additional Proposer Contact & Address information on back of this form, if needed.				
1ST BUSINESS PHONE:	Ext. #	EMAIL ADDRESS:		
2 ND BUSINESS PHONE:	Ext. #	WEBSITE ADDRESS: <input type="checkbox"/>		
CELLULAR:	FAX NUMBER:			
IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? YES (ATTACH CERTIFICATE COPY TO BID) NO				
IF YOU ARE A STATE EMPLOYEE, INDICATE YOUR POSITION, AGENCY & AGENCY ADDRESS.				
FOR PURCHASE ORDER DISTRIBUTION: 1) CHECK ONLY ONE BOX BELOW 2) INPUT E-MAIL ADDRESS OR FAX # (IF CHECKED)				
<input type="checkbox"/> E-MAIL		<input type="checkbox"/> FAX		<input type="checkbox"/> USPS MAIL <input type="checkbox"/> EDI
If EDI was selected, give us a person to contact in your company to set up EDI:				
NAME:				
E-MAIL ADDRESS:				
TELEPHONE NUMBER:				
FOR REQUEST FOR QUOTATION (RFQ) DISTRIBUTION: 1) CHECK ONLY ONE BOX BELOW 2) INPUT E-MAIL ADDRESS OR FAX # (IF CHECKED)				
<input type="checkbox"/> E-MAIL		<input type="checkbox"/> FAX		<input type="checkbox"/> USPS MAIL

ADD FURTHER BUSINESS ADDRESS, E-MAIL & CONTACT INFORMATION BELOW OR ON BACK OF FORM IF NEEDED

STATE OF CONNECTICUT

OTR0126-23-R-12883

DEPARTMENT OF TRANSPORTATION

Mark Goodale

Project Manager

(860) 594-2807

Telephone Number

RFP NO.

OTR0126-23-R-12883

Read & Complete

Carefully

Page 3 of 3

Section 2 of 3 - **PROPOSER DEBARMENT AND/OR SUSPENSION**

Has the Proposer, any company official, or any subcontractor to the Proposer, received any notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government, or any governmental entity?

YES NO

The above signed Proposer further affirms and declares that neither the Proposer and/or any company official nor any subcontractor to the Proposer and/or any company official has received any notices of debarment and/or suspension from contracting with other states within the United States.

YES NO

If the above signed Proposer, any company official or any subcontractor to the Proposer *has* received notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government, or any governmental entity, said notices must be attached to this document when submitting this proposal.

Number of notices attached _____

STATE OF CONNECTICUT

RFP Number:
OTR0126-23-R-12883

PROPOSER'S STATEMENT OF QUALIFICATIONS

THIS FORM WILL BE USED IN ASSESSING QUALIFICATIONS. ATTACH ADDITIONAL SHEETS IF NECESSARY.

COMPANY NAME: _____

&

ADDRESS: _____

NUMBER OF YEARS COMPANY HAS BEEN ENGAGED IN BUSINESS UNDER THIS NAME: _____ YEARS

LIST OTHER NAMES YOUR COMPANY DOES BUSINESS AS: _____

LIST PREVIOUS COMPANY NAME(S): _____

IF APPLICABLE, LIST ANY CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS **THAT YOU ACTUALLY PERFORMED SERVICE AGAINST.** INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NAME AND NUMBER, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

<u>CONTRACT No.</u>	<u>CONTRACT NAME</u>	<u>STATE AGENCY</u>	<u>PURCHASING AGENT</u>	<u>TEL. No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LIST ANY OTHER CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS **THAT YOUR COMPANY DID NOT PERFORM ANY SERVICE AGAINST.** INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NAME AND NUMBER, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

<u>CONTRACT No.</u>	<u>CONTRACT NAME</u>	<u>STATE AGENCY</u>	<u>PURCHASING AGENT</u>	<u>TEL. No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LIST AT LEAST THREE (3) COMPLETED PROJECTS SIMILAR IN NATURE TO THIS **REQUEST FOR PROPOSAL** WHICH DEMONSTRATES YOUR COMPANY'S ABILITY TO PERFORM THE REQUIRED SERVICES.

Company Name and Address

Telephone No.:

Dollar Value:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATE OF CONNECTICUT

RFP Number:
OTR0126-23-R-12883

PROPOSER'S STATEMENT OF QUALIFICATIONS

COMPANY NAME: _____

REFERENCES:

LIST AT LEAST THREE (3) COMPLETED PROJECTS SIMILAR IN NATURE TO THIS SOLICITATION WHICH DEMONSTRATES YOUR COMPANY'S ABILITY TO PERFORM THE REQUIRED SERVICES.

<u>COMPANY NAME AND ADDRESS</u>	<u>CONTACT PERSON NAME AND TELEPHONE NO.:</u>	<u>DOLLAR VALUE</u>
_____	_____	_____
_____	_____	_____

DETAILED CONTRACT/PROJECT DESCRIPTION: _____

(Attach additional sheets if necessary)

<u>COMPANY NAME AND ADDRESS</u>	<u>CONTACT PERSON NAME AND TELEPHONE NO.:</u>	<u>DOLLAR VALUE</u>
_____	_____	_____
_____	_____	_____

DETAILED CONTRACT/PROJECT DESCRIPTION: _____

(Attach additional sheets if necessary)

COMPANY NAME AND ADDRESS

CONTACT PERSON NAME
AND TELEPHONE NO.:

DOLLAR VALUE

DETAILED CONTRACT/PROJECT DESCRIPTION: _____

(Attach additional sheets if necessary)

**EMPLOYMENT
INFORMATION FORM
(DOT-45)**

**STATE OF CONNECTICUT
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES (CHRO)
WORKPLACE ANALYSIS AFFIRMATIVE ACTION REPORT
EMPLOYMENT INFORMATION**

RFP NUMBER: OTR0126-23-R-12883
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Company Name Street Address City State	Contract Person	Phone Number	Date
---	-----------------	--------------	------

Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A OVERALL TOTALS (Sum of all columns, A-F Male & Female)	B WHITE (NOT OF HISPANIC ORIGIN)		C BLACK (NOT OF HISPANIC ORIGIN)		D HISPANIC		E ASIAN/PACIFIC ISLANDER		F AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Official/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (Skilled)											
Operatives (Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
TOTALS ABOVE											
Do you use minority business as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No						Explain:					
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No						Explain:					
Describe your recruitment, hiring, training and promotion anti-discrimination practices.											

Fill-in Forms Information for the SP-26NB and W-9 Forms

Overview

There is no verification of the information you enter. You are responsible for entering all information. Some information must be handwritten on the form.

Software Requirements

To view, complete and print the following fill-in PDF forms, you will need the freely available [Adobe Reader](#) software installed on your computer.

Adobe Reader


Adobe PDF files are a means to distribute publications and other information. To fill-in, download and print a PDF file, you will need to have the Adobe Reader software installed. You can download the latest version of Adobe Reader FREE from the [Adobe Reader download page](#) on Adobe's Web site.



Completing the form on your PC

When positioning the cursor on a fill-in area, the cursor will change appearance.

The **I-beam pointer**  allows you to type text.

The **hand pointer**  allows you to select a check box or button.

Enter the appropriate data in each box or field.

To move from one field to the next, press the Tab key.

You can also use your mouse to move your cursor from field to field. Place your cursor in the field you want to fill in, then left-click.

Some fields limit the maximum number of characters you can enter and may automatically advance to the next field.

For additional help with fill-in forms, see the Adobe Reader's on-line help information at:

<http://www.adobe.com/support/reader/>

Saving a Form

When saving a file, be sure to use the Save function of Adobe Reader rather than the web browser's save.

Printing a Form

When printing Adobe PDF files from within your web browser, whether you are printing a blank form or printing a form after filling it in from your PC, use the print button at the left end of the special Adobe Acrobat tool bar, which appears immediately above the viewing window.

THIS PAGE IS FOR INFORMATION ONLY AND DOES NOT NEED TO BE PRINTED NOR SUBMITTED WITH THE FOLLOWING FORMS.

STATE OF CONNECTICUT - AGENCY VENDOR FORM

Clear Form

IMPORTANT: ALL parts of this form must be completed, signed, and returned by the vendor.

READ & COMPLETE CAREFULLY

SP-26NB-IPDF Rev. 4/10

COMPLETE VENDOR LEGAL BUSINESS NAME		Taxpayer ID # (TIN): <input type="checkbox"/> SSN <input type="checkbox"/> FEIN	
WRITE/TYPE SSN/FEIN NUMBER ABOVE			
BUSINESS NAME, TRADE NAME, DOING BUSINESS AS (IF DIFFERENT FROM ABOVE)			
BUSINESS ENTITY:	<input type="checkbox"/> CORPORATION <input type="checkbox"/> NON-PROFIT	<input type="checkbox"/> LLC CORPORATION <input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> LLC PARTNERSHIP <input type="checkbox"/> LLC SINGLE MEMBER ENTITY <input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETOR <input type="checkbox"/> GOVERNMENT
NOTE: IF INDIVIDUAL/SOLE PROPRIETOR, INDIVIDUAL'S NAME (AS OWNER) MUST APPEAR IN THE LEGAL BUSINESS NAME BLOCK ABOVE.			
BUSINESS TYPE: A. SALE OF COMMODITIES B. MEDICAL SERVICES C. ATTORNEY FEES D. RENTAL OF PROPERTY (REAL ESTATE & EQUIPMENT)			
E. OTHER (DESCRIBE IN DETAIL)			
UNDER THIS TIN, WHAT IS THE PRIMARY TYPE OF BUSINESS YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE) →			
UNDER THIS TIN, WHAT OTHER TYPES OF BUSINESS MIGHT YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE) →			
NOTE: IF YOUR BUSINESS IS A PARTNERSHIP, YOU MUST ATTACH THE NAMES AND TITLES OF ALL PARTNERS TO YOUR BID SUBMISSION.			
NOTE: IF YOUR BUSINESS IS A CORPORATION, IN WHICH STATE ARE YOU INCORPORATED?			
VENDOR ADDRESS	STREET	CITY	STATE ZIP CODE
Add Additional Business Address & Contact information on back of this form.			
VENDOR E-MAIL ADDRESS		VENDOR WEB SITE	
REMITTANCE INFORMATION: INDICATE BELOW THE REMITTANCE ADDRESS OF YOUR BUSINESS. <input type="checkbox"/> SAME AS VENDOR ADDRESS ABOVE.			
REMIT ADDRESS	STREET	CITY	STATE ZIP CODE
CONTACT INFORMATION: NAME (TYPE OR PRINT)			
1 ST BUSINESS PHONE:	Ext. #	HOME PHONE:	
2 ND BUSINESS PHONE:	Ext. #	1 ST PAGER:	
CELLULAR:		2 ND PAGER:	
1 ST FAX NUMBER:		TOLL FREE PHONE:	
2 ND FAX NUMBER:		TELEX:	
WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSALS ON BEHALF OF THE ABOVE NAMED VENDOR			DATE EXECUTED
TYPE OR PRINT NAME OF AUTHORIZED PERSON		TITLE OF AUTHORIZED PERSON	
IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? <input type="checkbox"/> YES (ATTACH COPY OF CERTIFICATE) <input type="checkbox"/> NO			
IS YOUR BUSINESS CURRENTLY A CT DOT CERTIFIED DISADVANTAGED BUSINESS ENTERPRISE (DBE)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YOU ARE A STATE EMPLOYEE, INDICATE YOUR POSITION, AGENCY & AGENCY ADDRESS			
PURCHASE ORDER DISTRIBUTION: (E-MAIL ADDRESS)			
NOTE: THE E-MAIL ADDRESS INDICATED IMMEDIATELY ABOVE WILL BE USED TO FORWARD PURCHASE ORDERS TO YOUR BUSINESS.			
ADD FURTHER BUSINESS ADDRESS, E-MAIL & CONTACT INFORMATION ON SEPARATE SHEET IF REQUIRED			

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

RFP Number:
OTR0126-23-R-12883

2800 Berlin Turnpike
Newington, CT 06111

Certificate of Compliance with
Connecticut General Statute Section 31 – 57b

I hereby certify that all of the statements herein contained below have been examined by me and, to the best of my knowledge and belief, are true and correct.

The _____ HAS / HAS NOT
Company Name (Cross-out non-applicable)

been cited for three (3) or more willful or serious violations of any Occupational Safety and Health Act (OSHA) or of an standard, order, or regulation promulgated pursuant to such act, during the three-year period preceding the RFP, provided such violations were cited in accordance with the provisions of any State Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency of court having jurisdiction or HAS / HAS NOT (Cross out non-applicable) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the RFP.

The list of violations (if applicable) is attached.

Signed: _____
Name of Firm, Organization or Corporation
Written Signature

Title: _____ (Corporation Seal)
Name (typed)

Title of Above Person, typed

Dated: _____

State of)
County of) ss: A.D., 20_____
)

Sworn to and personally appeared before me for the above, _____,
Name of Firm, Organization, Corporation

Signer and Sealer of the foregoing instrument of and acknowledged the same to be the free act and deed of
_____, and his/her free act and deed as
Name of Person appearing in front of Notary or Clerk

Title of Person appearing in front of Notary or Clerk

My Commission Expires: _____
Notary Public (Seal)

ACKNOWLEDGEMENT OF ADDENDA

The following form shall be completed and included in the Proposal.

Failure to acknowledge receipt of all addenda may cause the Proposal to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the Proposal.

ACKNOWLEDGEMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda to the Request for Proposals (RFP):

Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____

Proposer:

Name

Street Address

City, State, Zip Code

Signature of Authorized Signer

Title

Phone

CONNECTICUT DEPARTMENT OF TRANSPORTATION

REQUEST FOR PROPOSALS (RFP)
CONNECTICUT DEPARTMENT OF TRANSPORTATION
MICROTRANSIT PILOT PROGRAM

RFP #:
OTR0126-23-R-**12883**

DATE:
JANUARY 26, 2023



Prepared by:
Connecticut Department of Transportation
Bureau of Public Transportation

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RFP INFORMATION SUMMARY SHEET

Request for Proposals: Connecticut Department of Transportation Microtransit Pilot Program

RFP Number: OTR0126-23-R-**12883**

RFP Release Date: Thursday, January 26, 2023

RFP Issuing Office: Office of Transit & Ridesharing

Project Manager:

Name: Mark Goodale
Title: Transportation Supervising Planner
Office: Connecticut Department of Transportation
Address: 2800 Berlin Turnpike, Newington, CT 06131
Phone: (860) 594-2807
Email: DOT.Transit@ct.gov

Proposal to be sent to: State of Connecticut Dept of Transportation

Name: Mark Goodale
Title: Transportation Supervising Planner
Office: Connecticut Department of Transportation
Address: 2800 Berlin Turnpike, Newington, CT 06131
Phone: (860) 594-2807
Email: DOT.Transit@ct.gov

Pre-proposal meeting: Wednesday, February 22, 2023 (virtual teams / teleconference)

Written Questions Received Through: Friday, March 10, 2023

RFP Submittal Deadline: Friday, April 28, 2023, no later than 4:00pm EST

1.0 Background and Overview

The State’s public transportation system provides over 80 million trips annually; in 2022, more than forty million trips were by rail, and another 28 million were by bus. Approximately 80% of bus trips occurred on CT *transit* branded buses, with the remaining 20% provided by the State’s other transit operators. American with Disabilities Act (ADA) paratransit trips represent three percent (3%) of all bus passenger trips made in the State.

1.1 Project Overview

The Connecticut Department of Transportation (CTDOT) is seeking proposals from eligible qualified applicants to develop and operate on-demand microtransit service to be operated as part of a microtransit pilot program as authorized by Public Act 22-40 (Pilot). This Pilot complements CTDOT’s mission to provide a safe and efficient intermodal transportation network that improves quality of life and promotes economic vitality for the region and the State. Microtransit service refers to transportation by an accessible multi-passenger vehicle that uses a digital network or software application to offer on-demand service in response to individual or aggregate consumer demand. It has the potential to impact the public positively and directly by filling in gaps in the State’s public transportation system, bringing service to underserved communities or allowing for first mile, last mile connections to existing service.

Eligible recipients of the Pilot’s funding are limited to municipalities, transit districts and councils of governments (COGs) that propose service that meet the Pilot’s objectives and requirements. An estimated 5-7 proposals, based on available funding, will be selected by CTDOT from both rural and urban areas to receive operating funding based on the established evaluation criteria, with recipients expected to begin service within six (6) months of award.

2.0 Current Microtransit Programs in Connecticut

On-demand microtransit service is a relatively new form of public transportation in Connecticut that is increasing in popularity. The following shows the current on-demand microtransit programs that are currently operated in the State:

Transit District Operator	Microtransit Service Name	Website URL
Estuary Transit District (ETD)	XtraMile	https://estuarytransit.org/xtramile/
Housatonic Area Regional Transit District (HART)	Rides On-Demand	https://www.hartransit.com/schedules-maps
Norwalk Transit District (NTD)	Wheels 2U Norwalk, Wheels 2U Westport	https://www.norwalktransit.com/wheels2u
Southeast Area Transit District (SEAT)	Stonington HOP Service	https://southeastareatransitdistrict.com/routes/seat-hop-microtransit/

3.0 Agreement / Terms

The Connecticut DOT will allocate appropriate funds to the awardee for the development and operation of a two (2) year microtransit pilot program. The agency intends for the initial microtransit agreement period to begin November 1, 2023, and conclude on October 31, 2025, with the possibility of two (2) one (1) year extensions exercisable by CTDOT solely at its discretion. This Agreement shall be negotiated as a predetermined annual price contract for the cost of program operation and management.

4.0 Scope of Work / Program Objectives: (Goals)

A successful proposal will provide new on-demand transportation service open to the public that:

4.1 Makes service more convenient

- Expand coverage to areas not serviced by fixed route, area that have little to no public transportation or have gaps in service span
- Improve the customer experience, including more access, decrease wait and trip times, and ease of use.
- Integrate experience to fixed route network
- Preserve and/ or enhance mobility for current customers

4.2 Connects to Life's Activities

- Design service that will benefit the largest number of people
- Improve connections to fixed route network
- Connect people to healthcare, employment, education, medical care, transit, and other social services etc.
- Improve access to Jobs

4.3 Designed in an Equitable Service that Improves Access to Opportunity

- Create shared economic prosperity for disadvantaged populations
- Address safety concerns around microtransit
- Build partnerships within the service area to encourage use and improve service
- Ensure Fares are affordable and accessible
- Design Service that achieves a high level of community support
- Design the service to meets the needs of those with few mobility options
- Adapts to the changing needs and shift in rider travel patterns

4.4 Creates a microtransit model that is sustainable

- Leverages existing technology or utilizes a turnkey solution acquired in accordance with State procurement rules, that will enhance/ improve the customer experience
- Improve public transportation state-wide in terms of flexibility, efficiency, interregional connectivity, ease of use and accessibility.
- Generate data to understand transit demand and travel flows
- Operates in a financially sustainable way, with local buy-in and dedicated non-CTDOT matching funding sources.

Applications will be evaluated by CTDOT personnel in the following; how / does the program serve(s) underserved individuals and communities, and how the service area provides connections to essential service and other modes of public transportation services including bus, rail, air, or ferry, and on ridership potential, expected financial participation of the applicant. In addition, a successful proposal will clearly outline the existing technology to be used or identify a method and timeline by which a turnkey solution will be procured to enable same-day rides to be reserved via a smart phone application or toll-free phone call.

Evaluation and Selection Criteria is outlined in Section 23.0 of this RFP. Please reference Exhibit B Proposal Content for reference questions that will help strengthen your proposal when it comes to evaluation.

5.0 Eligible Applicants

Applicants eligible for the Pilot include municipalities, transit districts, and COGs. **Applicants are required to procure the necessary vehicles, software, and labor to operate the service proposed in the applicant's service plan, as discussed below.** For this reason, CTDOT recommends that Applicants without the vehicles, planning software, or staff necessary to operate the Pilot partner with service providers (e.g., transit districts, taxi, livery, bus companies, transportation network companies, authorized by CTDOT to provide transportation service in the State) that can provide them a service provider partner will need to possess or obtain authority from CTDOT to operate within the proposed service area.

6.0 Minimum Requirements

Eligible applicants should outline how their proposal will meet the following minimum requirements and must provide proof that they meet these minimum qualifications:

Service Plan:

- The program should be designed to operate for up to two years, with service scalable based on demand
- The program must not allow customers the choice to ride alone
- Riders must have the ability to request an accessible vehicle on-demand
- Riders must be able to reserve a same-day ride
- Service model should be outlined and incorporate an awareness of other existing services in the region to avoid duplicative service
- There must be trip scheduling and fare payment options for those without a smart phone, internet access, or the unbanked population. If the customer is not allowed to pay their fare in cash, then they must be able to pay using other forms of payment such as tickets, paying cash to accumulate credits that can be drawn down to pay for the ride, or vouchers
- Riders must be able to access service within the identified service area at any time service is operational
- Proposed service area must be clearly defined and publicly accessible
- Proposed operating hours and days must be clearly defined

- The process by which riders can reserve or request a ride must be clearly outlined, including how far ahead a ride can be requested and whether there are any limitations on wait time
- Proposed service must be a new service, i.e., not an expansion to existing microtransit service
- The successful applicant will be required to ensure all personnel are fully trained in the micro transit technology and scheduling process, i.e., communicating with passengers and locating pick up/drop off locations utilizing the technology provided

6.1 Software

6.2 Backend Characteristics

Software must provide for scheduling, dispatch, reservation, user interface and data collection. Eligible applicants proposing to leverage existing technology and utilize proprietary software must indicate how it meets these requirements

6.3 Rider Application Characteristics

Real-time vehicle locations or arrival and departure times must be available for the rider

6.4 Tech Support

The applicant must provide all software, installation, training, technical assistance, hardware, and equipment required to deploy and manage the service

7.0 Performance Monitoring and Reporting

Reporting data must be available to CTDOT upon request as well as on a regular interval that the CTDOT deems appropriate (weekly, monthly, quarterly, annually).

- Data collection, computations, and reporting must comply with the most recent version of the Federal Transit Administration's National Transit Database Policy Manual guidance on Service data (S-10) for Demand Response service
- Key performance indicators (KPI) must be able to be itemized by trip and identified as an accessibility or non-accessibility related trip to make comparisons easier and ensure that the service is equitable
- The successful applicant must report the following KPI, or any other metric CTDOT deems necessary, in a table format preferably in an excel file .csv, .xls, or PDF file format
 - Passenger counts
 - Total trips
 - Vehicle revenue miles
 - Vehicle revenue hours
 - Linked Origin/Destination Trips
 - Productivity (rides per revenue hour)
 - Minimum, maximum, and average wait times
 - Average trip time per passenger
 - Fare payment data
 - Trips not completed
 - Trip denials /requests not honored

- Service peak days/times
- Customer service call logs and average call time
- Customer complaints and disposition

8.0 Fare Structure and Payment

- Awardees shall work with CTDOT to determine the cost per ride to users based on the proposed service model, associated costs to operate the service and available resources. Fares should remain reasonable and in-line with existing fares charged for public transportation
- Fare structure must not include surge pricing due to increased demand
- Fare structures may be flexible and allow for different rate structures and discount programs for certain populations (i.e., seniors, students, etc.)
- User applications and interfaces, business operations, hardware and security must be and remain compliant with the latest version of the Payment Card Industry Data Security Standard (PCI-DSS)

9.0 Customer Service Plan

- The Awardee shall have a designated contact(s) for riders with questions, complaints, or requests for information about the service.
- In partnership with the CTDOT the awardee(s) must complete a customer satisfaction survey during the first two years of the program to gauge program benchmarks and success
- Awardee shall provide monthly reports that will measure key indicators of rider satisfaction that will be utilized to gauge customer service performance. These measures will include:
 - Average wait time
 - Email response times
 - Call response times
 - Customer complaints and disposition
 - Missed trips
- Other key performance indicators can also be considered as part of the monthly reports

10.0 Vehicle Acquisition and Operation

- Drivers must be appropriately licensed by the DMV and have sensitivity training in how to work with diverse populations and those with special needs
- Vehicles must be appropriately registered with the DMV
- Vehicles must be owned, leased, or contracted by the awardee(s) including wheelchair or mobility device accessible vehicles
- Vehicles used to provide service must be maintained in regular industry-standard intervals specific to the vehicle make and mode
- Vehicles must be insured at minimum levels of coverage, including Worker's Compensation, as outlined in Item "28.0 Insurance"

11.0 Marketing Plan

- Awardee is to develop a public outreach, customer experience, and marketing plans to promote the use of the new service
- All marketing and outreach should:
 - Be compatible with industry language for the service model proposed
 - Utilize consistent language and branding
 - Highlight how the new microtransit service will fit in with other existing services in the region
 - Clearly define social media presence
 - Incorporate a launch plan
 - Identify how the service will be communicated to the public and consider a decision tree to assist potential riders with determining if the service is relevant to their needs
 - Identify livery for the vehicles
 - Consider marketing needs beyond the two (2) year program period

12.0 Proposed Management Team

The Awardee shall provide a Management Team that will be responsible for managing the services for the duration of the Agreement. This Management Team will be full time, dedicated to the Agreement, and will be available to respond to critical conditions and emergencies at any time on any day. The Management Team shall not be changed without CTDOT's written approval, which approval will not be unreasonably withheld. CTDOT will have right to add or reduce the number of positions, approve any Applicant proposed personnel changes or organizational changes, request personnel or organizational changes, and will have the right to reject any proposed candidate. If a candidate is rejected, the Applicant will be required to propose an alternate candidate who, if satisfactory to CTDOT, may be approved and assigned to the Agreement.

The Management Team will, at a minimum, include:

a chart illustrating the proposed operations team to carry out the daily activities. Names of personnel, role within the project, years' experience should be indicated on the chart with bio or resume provided, where applicable.

- A. General Manager – this individual will be an experienced bus transit executive, with 10 or more years of experience in public transit, qualifications and references satisfactory to CTDOT, and 10 or more years of bus transit management at the executive level.
- B. Planning and Marketing – this individual will be an experienced manager, assist in state-wide planning, express route planning, and assist in planning for the districts, with 10 or more years of experience in public transit, qualifications, and references satisfactory to CTDOT, and 5 or more years of planning and marketing experience at the management level.
- C. Operations - this individual will be an experienced bus operations manager, with experience in bus transit, qualifications, and references satisfactory to CTDOT, bus operations management in a system with a staff size, service plan, and fare collection.

- D. Maintenance – this individual will be an experienced fleet maintenance manager, experienced in new vehicle technologies, with experience operating fleets and facilities with qualifications and references satisfactory to CTDOT.
- E. Administration – this individual will be an experienced transit administrative manager, with experience administering finance, human resource (including hiring, labor relations, and training), customer service, coordination with outside agencies, and asset management for an agency (or agencies) with qualifications and references satisfactory to CTDOT.
- F. Safety & Training – this individual will be experienced in safety and training, with experience on all matters relating to company safety, training, OSHA, and environmental protection matters
- G. Invoicing and Billing- this individual shall be experienced in day-to-day accounts receivable and payables practices.
- H. Customer Service – This / These individuals shall have experience in providing information to the public regarding the services of the System.
- I. Human Resources / Labor Relations – This individual shall have experience in labor relations and human resources matters, gathering, collecting, and maintaining documents and records required for contract and policy development, investigations, and negotiations.

13.0 Guidelines for Submittal Proposal

13.1 Submission - Sealed Proposals

Proposals must be submitted in a SEALED envelope or carton, clearly marked with RFP No., the date, and the name and address of the Proposer. Please use the label on Form DOTRFP-11 to identify your Proposal. Any material that is not so received may be opened as general mail, and result in invalidating the Proposer's submission. Electronic, facsimile, or unsealed proposals will not be accepted under any circumstances.

Applicant shall submit one (1) original and five (5) copies bound (3-ring binders, with section divider tabs) hard copies and one (1) sealed Cost Proposals.

If sent via a Commercial Express Carrier, please address the submission as follows:

Mark Goodale
 Transportation Supervising Planner
 Connecticut Department of Transportation
 2800 Berlin Turnpike, Newington, CT 06131
 (860) 594-2807
DOT.Transit@ct.gov

If the proposal is sent via U.S. Mail, please address the submission to:

Connecticut Department of Transportation
Attn: Mark Goodale
P.O. Box 317546
Newington, CT 06131-7546

If the submission is being Hand Delivered sent via U.S. Mail, please deliver to:
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT
Security Desk – Ask for Mark Goodale, Office of Transit and Ridesharing

13.2 Proposal Rejection

The State reserves the right to reject any or all proposals and to waive minor irregularities.

13.3 Pre-Proposal Activities

A Pre-Proposal Meeting is scheduled for Wednesday, February 22, 2023. All prospective Proposers will be required to submit their intent to proposal via email and attend the pre-proposal conference to be eligible to submit a proposal. Prospective Proposers are requested to pre-register via email to dot.transit@ct.gov by noon on

Meeting to begin at 9:00 AM EDST via Microsoft Teams or teleconference, at the CTDOT's option.

During this pre-proposal meeting, questions may be asked through the chat but also must be submitted in writing. No responses will be provided during the meeting, but all questions will be responded to in writing with a copy posted on the CTSource Bid Board web site at:

<https://portal.ct.gov/DAS/CTSource/BidBoard> (RFP # OTR0126-23-R-12883).

All questions must be submitted no later than Friday, May 10, 2023. Except as may otherwise be determined by CTDOT, no questions will be considered or addressed after this time.

13.4 RFP Schedule and Submittal Deadlines

The schedule and submittal deadlines are set forth below in Table 1. CTDOT, at its sole discretion, reserves the right to modify the schedule and any submittal deadlines at any time by issuing an Addendum to the RFP.

Table 1: RFP Schedule and Submittal Deadlines

Schedule Items	Dates
Advertisement of request for proposals	Thursday, January 26, 2023
Receive notice of intent to propose through	Friday, February 17, 2023
Pre-proposal meeting (virtual via teams)	Wednesday, February 22, 2023
Written questions received through	Friday, March 10, 2023
Respond to questions received by	Friday, March 31, 2023
RFP submittal deadline	Friday, April 28, 2023, by 4:00pm ET
Oral interview (may be requested)	Monday, May 15, 2023 - Wednesday, May 31, 2023
Evaluation of proposals by	Friday, June 16, 2023
Selection of qualified proposer	Friday, June 30, 2023
Notice of Intent to Award announcement	Wednesday, July 19, 2023
Execution of agreement by the Awardee(s)	Tuesday, August 29, 2023 (or sooner)
Full execution date of agreement by	Friday, October 6, 2023 (or sooner)
Agreement starting date	Wednesday, November 1, 2023

13.5 Proposal Submittal

Applicants to this RFP must submit their proposal in separate parcels, which are marked “Technical Proposal” and “Cost Proposal”.

13.6 Ineligible Contractors

By submitting a proposal, the Awardee(s) asserts that it does not appear on the U.S. Department of Transportation list of ineligible contractors for federally assisted projects and shall provide certification to that effect.

13.7 Design of Responses

Responses to this RFP should not be elaborately designed. Firms may use standard company brochures and literature to the extent that they are available to describe the company's qualifications. Responses to each of the items identified in Section 19.0 Content of Response, B. Technical Proposal, 1 through 11, should be limited to one page per item.

13.8 No Obligation to Award

The issuance of this RFP and receipt of the proposal by CTDOT in no way commits CTDOT to any contractual agreements for management of transit services. CTDOT

will not be liable for any expenses incurred by a Contractor in preparing a proposal. CTDOT reserves the right to reject any and all proposals.

14.0 Conditions of Proposals

All applicants shall adhere to the following conditions as stated below (14.1 through 14.10):

14.1 Acceptance or Rejection by CTDOT

CTDOT reserves the right to accept or reject any or all proposals submitted.

14.2 Conformance with Statutes

Any agreement awarded as a result of this RFP shall be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.

14.3 Ownership of Proposals

All proposals in response to this RFP are to be the sole property of CTDOT, and subject to the provisions of Section 1-210 of the Connecticut General Statutes (Re: Freedom of Information Act).

14.4 Oral Agreements

Any alleged oral agreements or arrangements made by a Proposer with any agency or employee will be superseded by the written Agreement.

14.5 Amending or Canceling Requests

CTDOT reserves the right to amend or cancel this RFP prior to the due date and time or after, if it is in the best interests of CTDOT or the State, as determined by CTDOT in its sole discretion.

14.6 Rejection for Default or Misrepresentation

CTDOT reserves the right to reject the proposal of any Proposer which is in default of any prior contract or that includes any misrepresentation.

14.7 State's Clerical Errors in Awards

CTDOT reserves the right to correct inaccuracies resulting from its clerical errors in this RFP.

14.8 Rejection for Substantial Incompletion

CTDOT reserves the right to reject without evaluating and scoring any proposal which is substantially incomplete, as determined by CTDOT in its sole and reasonable discretion.

14.9 Rejection of Qualified Proposals

Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and/or specifications of the RFP.

14.10 Changes to Proposal

No additions or changes to the original proposal will be allowed after submittal. While additions and changes are not permitted, CTDOT reserves the right to request clarifications on the proposals, which the Proposer must provide, at the Proposer's expense, to continue in the RFP process.

15.0 Collusion

By submitting a proposal, the Proposer implicitly states that its proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and its proposal is in all respects fair and without collusion or fraud. The Proposer further represents that the Proposer did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the agency participated directly or indirectly in the Proposer's proposal preparation.

16.0 SBE / DBE Goals

The Proposer acknowledges and agrees to comply with "Special Provisions, Small Contractor, and Small Contractor Minority Business Enterprises.

The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the Contractor from future bidding as non-responsible. 49 C.F.R. § 26.13(b).

It is the policy of CTDOT and the United States Department of Transportation ("DOT") that Disadvantaged Business Enterprises ("DBE's"), as defined herein and in the Federal regulations published at 49 C.F.R. part 26, shall have an equal opportunity to participate in DOT-assisted contracts. It is also the policy of CTDOT to:

Ensure nondiscrimination in the award and administration of DOT-assisted contracts;
Create a level playing field on which DBE's can compete fairly for DOT-assisted contracts;

Ensure that the DBE program is narrowly tailored in accordance with applicable law;
Ensure that only firms that fully meet 49 C.F.R. part 26 eligibility standards are permitted to participate as DBE's; Help remove barriers to the participation of DBEs in DOT assisted contracts; To promote the use of DBEs in all types of federally assisted contracts and procurement activities; and Assist in the development of firms that can compete successfully in the marketplace outside the DBE program.

This Contract is subject to 49 C.F.R. part 26. Therefore, the Contractor must satisfy the requirements for DBE participation as set forth herein. These requirements are in addition to all other equal opportunity employment requirements of this Contract. CTDOT shall make all determinations with regard to whether or not a Contractor is in compliance with the requirements stated herein. In assessing compliance, CTDOT may consider during its review of the Contractor's submission package, the Contractor's documented history of non-compliance with DBE requirements on previous contracts with CTDOT.

Contract Assurance

The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as CTDOT deems appropriate.

17.0 Suspension or Debarment

The Proposer acknowledges and agrees that suspended or debarred contractors, subcontractors' suppliers, materialmen, lessors, or other vendors may not submit proposals for a state contract or subcontract during the period of suspension or debarment regardless of their anticipated status at the time of contract award or commencement of work.

- A. The signature on the proposal by the Proposer shall constitute certification that to the best of its knowledge and belief the Proposer or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of Federal or State funds:
 - a. Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Has not, within the prescribed statutory time period preceding the submission of its Proposal been convicted of or had a civil judgment rendered against him/her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of this certification; and

d. Has not, within a five-year period preceding the submission of its Proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.

e. Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall attach an explanation to its proposal.

B. The Proposer agrees to ensure that the following certification be included in each subcontract for Work under the Agreement to which it enters, and further, to require said certification to be included in any subcontracts, sub-subcontracts, and purchase orders that its subcontractor enters into for Work under the Agreement:

a. The prospective subcontractors, sub-subcontractors' participants certify, by submission of its/their proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

b. Where the prospective subcontractors, sub-subcontractors' participants are unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

18.0 No Assignment of Agreement

The Proposer warrants that it shall not sublet, subcontract, sell, transfer, assign, or otherwise dispose of the contract or any portion thereof, or of the work provided therein, or his right, title, or interest therein, to any person, firm, partnership, or corporation without the written consent of CTDOT. For breach or violation of the above stipulation, CTDOT shall have the right to annul the contract without liability.

A. RIGHTS RESERVED TO CTDOT:

Award in Part, Reject, Waive

CTDOT reserves the right to award in part, to reject any and all proposals in whole or in part, and waive technical defects, irregularities, and omissions if, in its judgment, the best interest of the State be served.

Right to Modify, Add Delete

CTDOT reserve the right to modify, add to, or delete anything in this RFP at any time during the selection process and/or negotiation process, when it is determined by CTDOT to be in the best interest of the State to do so.

Right to Terminate Any Future Agreement

CTDOT reserves the right to terminate any future agreement arising from this RFP.

CTDOT further reserves the right to:

- a. Award the Agreement to the Applicant with the highest Total Score;
- b. Negotiate a final Agreement with that highest scoring Proposer if, in the CTDOT's sole discretion, negotiations are necessary;
- c. Enter negotiations with the second highest scoring Proposer if CTDOT cannot reach agreement with that highest scoring Proposer; Repeat this process, if necessary, with other Proposers;
- d. Cancel this process and/or initiate a new RFP process; and correct any inconsistencies, ambiguities, or errors that may exist in the Scope of Work or Agreement and to clarify Agreement terms, including technical requirements, if any such changes are needed or desired by CTDOT.

B. STANDARD RFP TERMS AND CONDITIONS:

1. All proposals shall be signed by a person duly authorized to sign proposals on behalf of the Proposer.
2. Pursuant to Section 12-412 of the Connecticut General Statutes, the State is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in proposal prices.
3. As described below, the Commissioner of CTDOT may withhold from disclosure any proposal until the completion of the procurement process. However, upon receipt by CTDOT, the proposal is considered a public record or file, subject to the Freedom of Information Act (FOIA). Accordingly, each Proposer shall identify any and all information that it considers to be confidential as proprietary or trade secret. Those sentences, paragraphs, pages, or sections that the Proposer believes to be proprietary, or trade secret shall be specifically and clearly identified as such. Each Proposer seeking to claim an exemption for a trade secret or proprietary information must provide a convincing explanation and rationale consistent with the law sufficient to justify treating the identified information as proprietary or trade secret under § 1-210(b) of the Connecticut General Statutes, including the representation that such information is not already in the public domain. The rationale and explanation shall be stated in terms of the prospective harm to the competitive position of the Proposer that would result if the identified material were to be released and set forth the reasons it believes the material is legally exempt from release pursuant to FOIA. If the Proposer indicates that certain documentation is submitted in confidence, by specifically and clearly marking said documentation as CONFIDENTIAL, CTDOT will first review such claims to make sure they are consistent with FOIA (that is, the documentation is a trade secret or commercial or financial information and not required by statute), and if so, will endeavor to keep said information confidential to the extent permitted by law. See, e.g., Section 1-210(b)(5) (A-B). The final

administrative authority deciding whether to release or exempt any or all material so identified rests solely with CTDOT; subject to adjudication by the Freedom of Information Commission (FOIC) should the Proposer's claim of proprietary or trade secret information be challenged. CTDOT, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. Should CTDOT withhold such documentation from a FOIA requester, and a complaint be brought to the FOIC, the Proposer shall have the burden of cooperating with CTDOT in defense of that action and in terms of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall CTDOT or the State have any liability for the disclosure of any documents or information in its possession which the State or CTDOT believes are required to be disclosed pursuant to FOIA or other requirements of law.

By submitting a proposal, each Proposer agrees that the State may reveal any trade secret materials contained in such proposal to all staff and officials involved in the selection process, and to any outside consultants, legal counsel or other third parties who serve on the evaluation committee or who are hired to assist in the selection process. Each such individual who receives such information will be required to sign a confidentiality form. Furthermore, each Proposer agrees to indemnify and hold harmless the State and each of its officers, employees, consultants, counsel and agents from all costs, damages and expenses incurred in connection with CTDOT refusing to disclose any material which the Proposer has designated as a trade secret or proprietary. Any Proposer that designates its entire proposal as a trade secret or proprietary may be disqualified by the CTDOT, in its sole discretion.

Subject to any FOIA request that may be made, pursuant to Section 1-210(b)(24) of the Connecticut General Statutes, the Commissioner of CTDOT may (subject to the balancing test required by Section 1-210(b)(24)) withhold from disclosure the Proposal until the agreement contemplated by this RFP has been executed or when negotiations for the award of such agreement have ended, whichever occurs earlier.

Section 1-210(b)(24) provides that nothing in FOIA shall be construed to require the disclosure of:

"Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file."

4. Performance bonds are required, as more particularly described in the draft Agreement. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation, with the signature placed above their official title and the corporate seal affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are "doing

business as”; Individual - must be signed by the owner and indicated as “Owner”. The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over his or her signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

5. Section 4a-81 of the Connecticut General Statutes requires that this solicitation include a notice of the consulting affidavit requirement that the Proposer will be required to execute. Accordingly, the Agreement will include the following: Pursuant to section 4a-81 of the Connecticut General Statutes, the Proposer represents that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes.

Consultant’s Name and Title _____

Name of Firm (if applicable) _____

Start Date

End Date

Cost

The basic terms of the consulting agreement are:

Description of Services Provided: _____

Is the consultant a former State employee or former public official?

YES or NO

If YES: _____

Name of Former State Agency _____

Termination Date of Employment _____

6. Section 4-252 of the Connecticut General Statutes requires that the RFP, of which these terms and conditions are a part, require the any Proposer make the following representation (for purposes of this section, the term “Contractor” shall mean “Proposer”): Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:
 - a) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;
 - b) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and
 - c) That the Contractor is submitting bids or proposals without fraud or collusion with any person.
7. With regard to a State contract as defined in Section 9-612 of the CGS having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and solicitation prohibitions.
8. The Proposer must execute and deliver with its proposal, OPM Form 1, State of Connecticut “Campaign Contribution Certification”, which is required for those contracts having an anticipated total value to the State of more than fifty thousand (\$50,000) in a calendar or fiscal year. CTDOT will not shortlist or select a prospective firm/entity without this affidavit(s). The affidavit form can be found at the Office of Policy and Management web site at:

<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>
9. The Proposer must execute and deliver a nondiscrimination affidavit at the time that it executes the Agreement. The execution and submittal of this affidavit or resolution is a condition precedent to CTDOT executing the

Agreement, unless the Proposer is exempt from this statutory requirement, in which case the Proposer must obtain a written waiver from the State's Commission on Human Rights and Opportunities.

10. This RFP is not an agreement and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. Attachment I of this RFP is a draft Agreement and it is included in this RFP for informational purposes only to show the agreement provisions that CTDOT requires for this RFP. The Proposer shall be bound by the terms and conditions of the draft Agreement, as it may be modified by agreement of the parties. After CTDOT selects a Contractor, CTDOT will deliver an Agreement with any updated language and finalized Schedules and attachments to the Contractor for negotiation. If, for whatever reason, CTDOT and the initial selected Contractor fail to reach consensus on the issues relative to an Agreement, then CTDOT may commence agreement negotiations with other Proposers.

19.0 Content of Response

Proposals shall provide the following information in the proposal:

- A. **PROPOSAL CONTENT** Each proposal must be submitted fully including the Management response, cost proposal, and all State and Federal Certifications. All proposals shall include at a minimum the following:
 - B. **Technical Proposal**
 1. Signed cover letter on official business letterhead to include the following:
 - a. Name of company, address, name of contact person, and phone number.
 - b. Describe the company, including its staff size and location of offices.
 - c. The signature of an official authorized to bind the proposer to all the RFP's provisions.
 2. Include enough substantive discussion to demonstrate an understanding and comprehension of the scope of services, objectives and familiarity with applicable STATE and FEDERAL laws and regulations, etc.
Describe the company's experience in providing transportation or similar services. Provide any additional information that may be useful to CTDOT in evaluating the qualifications of the company.
 3. Proposals must provide information on the following:
 - a. Driver recruitment strategy, how it will re/train new and existing drivers
 - b. Estimated staffing needs
 - c. Proposed hours and days of service, including how it will address inclement weather and holidays
 - d. Methodology in optimizing staffing levels to ensure sufficient vehicles are available or place to provide the most responsive level of service

- e. Proposed technology platforms (web, application, and trip planning tools) and should include all customer facing systems, driver or in vehicle systems. Any administrative and reporting console and how it can be used to monitor services in real time.
 - f. Explain the methodology in improving transportation to; rural areas, areas with limited to no existing transportation, including underserved communities or historically disenfranchised / vulnerable populations.
4. Describe your customer service standards and how it will address customer service complaints and low ride ratings. Include any company complaint protocols, incident report templates, resolution methodologies and /or policies.
 5. Explain the following;
 - Describe the model proposing (First/ Last Mile, Point to Point, etc.)
 - Community needs
 - Ridership goals
 - Connections to essential services
 6. How riders can plan their trip in real time, in advance or a combination of both.
 7. Does the plan describe how trips will be booked for non-banking and/ or those non-smart phone users
 8. Does the proposal describe the providers capability and proposed plan(s) to market the MicroTransit program and how it will conduct it outreach efforts, with the goals of reaching new customers and retaining current ones, as well as reaching special populations such as older residents, 18 years old or older population traveling independently, persons with disabilities, or other individuals with limited ability to access existing public transportation services (outside of CTDOT's marketing plans).
 9. Include any outline strategies that will be used and/or implemented to keep customers notified of the status of their schedule trip requests, including trip history.
 10. Does the proposer describe the fare structures, including alternative methods of payment.
 11. Describe how/ what proposed financial and project management plans will be used to manage the budget award for the MicroTransit program. How will it track and report to the awarding agency the expenditure of funds to ensure compliance with the agreement?
 12. Provide an organizational chart illustrating the proposed operations team to carry out the daily activities is to be included in the proposal. Names of

personnel, role, years of experience should be indicated on the chart and bio, or resume provided, where applicable

- Responsible Manager
- Planning and Marketing
- Operations
- Customer Service
- Maintenance
- Safety and Training
- Administration, including Billing and Invoicing
- Human Resource and Labor Relations

10. Proposal shall include list of proposed vehicles that will be used for pilot program, including spare ratios. Identify which vehicles will be ADA accessible (lifts, ramps, etc.) including the use of any alternative fuel vehicles (CNG, propane or battery electric)

11. Describe your preventive maintenance plan for these unit that will help in keeping the maximum number of vehicles allocated for the MT service

19.1 Certification of Authority

A Proposer must include a signed and notarized certification that the person submitting the proposal has the authority to represent his/her firm in this matter.

20.0 Management Plan

A Proposer must include a plan on how it will apply management tools to accomplish all requirements included under Section 4 Scope of Work or 19 Content of Response.

21.0 Technical Proposal

1. Transit Management Experience; A list of transit systems managed, including: the start date and most recent renewal date of each contract, and the expiration dates; the name, address and telephone number of a local official qualified to serve as a reference; statistical indicators including number of buses, annual ridership, number of employees by type; and a narrative description of type of management contract, and range of authority and responsibility of the management person or team Proposer employs in the contract.
2. Staff Support Services A description, detailing all support or technical services provided by the Proposer which will be available to CTDOT and the Resident Management Team.
3. Achievements in the Transit Industry Identify major achievements in the transit industry including any innovative techniques and any specific cost savings and/or quality improvements that have resulted from clients using these techniques.
4. Management Methodologies/Procedures Identify management tools, procedures, and practices used to manage systems.

5. Performance Metrics Identify methods that will be used to assure performance to standards that CTDOT specifies in Section VII. PERFORMANCE MONITORING AND REPORTING. Provide any additional metrics that will enhance performance on CTDOT's behalf.
6. Resident Management Team Proposer shall submit at a minimum the General Manager's resume. Resume/s should include relevant education, training, and experience of proposed team. Respondents shall propose a resident Management Team with the emphasis being on quality management rather than quantity or titles of managers.
7. Procurement Management Proposer shall identify its approach to procuring services to support HNS services.
8. Supplemental Services In addition, each Proposer is encouraged to give a description of any additional services or products not previously described that can be offered to CTDOT. This can include access to centralized purchasing consortia which contribute to increased cost efficiencies in the day-to-day operating budget; and access to planning, operational, management or financial expertise. The Technical Proposal shall clearly indicate whether any of these services will have fees attached to them. Any fees for supplemental services will be paid as actual direct costs with auditable overhead rates and agreed upon profit margins. Expenses associated with Supplemental Service fees will be capped at \$100,000 per year.
9. Safety Proposer shall describe its approach to safety. Examples of safety programs introduced at similar sized transit systems may be appended to the proposal.
10. Auditing Financial Statements Proposer may submit auditing financial statements, if available.

22.0 Cost Proposal

The Cost Proposal must specify the proposed cost to provide services as stated in this RFP. The form shown in Exhibit "C" shall be completed for Fiscal Year 2023- 2024 and 2024-2025. The cost proposal shall include all the costs and expenses associated with the Proposal.

The cost proposal must be submitted in a separate sealed and labeled package. PLEASE NOTE: Cost information must appear only in the cost proposal; cost information must not be discussed in the technical proposal.

Fixed Cost Positions: Management staff salaries include the following key positions as listed in the Item 12.0 Proposed Management Team.

Variable Rates: Administrative Cost examples may include; training materials, supplies, incentives for operational employees, technology solutions not included by the District, etc.

Service Hour is defined as the time a vehicle leaves the garage to the time the vehicle returns to the garage excluding lunch breaks, other breaks, and cumulative slack time in periods equal to or exceeding 30-minute continuous blocks. The Service Hour Rate is to be an inclusive rate, in accordance with the technical specification requirement. The only items not to be included are those covered in the fixed monthly rate. The Proposer shall also provide the CTDOT with documentation substantiating their reported data for billing purposes. The CTDOT may audit these records at any time.

The CTDOT shall pay in accordance with the number of service hours successfully completed during the accounting period after such adjustment the CTDOT may make in accordance with the provisions of this procurement. All records related to the monthly billing are subject to audit by the CTDOT and Invoices submitted without proper records shall not be accepted or paid.

1. Cost Proposal A separate sealed Cost Proposal for the initial 2-year contract period must be clearly marked and submitted using the cost proposal form. If the Agreement is extended beyond the initial two-year period, costs for each year of the extension periods will be negotiated.
2. Financial Statement Proposer shall submit corporate financial statement for the most recent fiscal year. If a financial statement is not available, please provide other suitable documentation of the financial stability of the Proposer.

23.0 Selection Criteria / Evaluation Criteria

Each proposal will be screened and evaluated by a Selection Committee against the following criteria to determine which firm(s) is most capable of implementing the State's requirements:

23.1 Written Proposal

The written proposal equals (100%), broken down as follows:

- Program Operations (50%)
- Communication, Marketing and Quality of Service (20%)
- Financial and Project Management (10%)
- Vehicle Acquisition and Operation (10%)
- Proposal Submission (10%)

23.2 Competitiveness of Proposed Management Fee

Competitiveness of proposed management fee, for base level of services, as contained in Item Exhibit A: Scoring Criteria

23.3 Selection Committee Review

Selection Committee Interview: CTDOT reserves the right to limit the number of Proposers invited for interview, based upon the results of the initial screening of proposals.

Final selection of the transit management firm will be made by the Commissioner of CTDOT. The Selection Committee acts in an advisory capacity to the Commissioner of CTDOT.

24.0 Request for Information

Questions must be submitted in writing and only directed to the individual below. All questions must be submitted no later than the close of business on Friday, March 10, 2023. Except as may be determined by CTDOT, no questions will be considered or addressed after this time. Questions will be responded to in writing with a copy posted on the Connecticut Department of Administrative Services by close of business on Friday, March 31, 2023.

Questions on this RFP should be referred to:

Mark Goodale
Transportation Supervising Planner
Connecticut Department of Transportation
2800 Berlin Turnpike, Newington, CT 06131
(860) 594-2807
DOT.Transit@ct.gov

25.0 Addendum

Any changes made to this RFP will be made by addendum and will be posted on the Connecticut Department of Administrative Services website in the same location as this RFP. Should any addenda be issued, certification of receipt of such must be included in the response.

26.0 Withdrawal of Proposal

Response to this RFP may be withdrawn by written request received by CTDOT at any time prior to the deadline for receipt of response.

27.0 Lobbying

No firm shall lobby any State or federal official, employee, staff, or agent on any matter regarding this RFP. Under state law, lobbying is regulated pursuant to Conn. Gen. Stat. Section 1-91 et seq. The term lobbying is defined in Conn. Gen. Stat. Section 1-91(11), as follows:

(11) "Lobbying" means communicating directly or soliciting others to communicate with any official or his staff in the legislative or executive branch of government or in a quasi-

public agency, for the purpose of influencing any legislative or administrative action except that the term “lobbying” does not include (A) communications by or on behalf of a party Page 25 of 28 to, or an intervenor in, a contested case, as described in regulations adopted by the Office of State Ethics in accordance with the provisions of chapter 54, before an executive agency or a quasi-public agency, (B) communications by a representative of a vendor or by an employee of the registered client lobbyist which representative or employee acts as a salesperson and does not otherwise engage in lobbying regarding any administrative action, (C) communications by an attorney made while engaging in the practice of law and regarding any matter other than legislative action as defined in subdivision (10) of this section or the proposal, drafting, development, consideration, amendment, adoption or repeal of any rule or regulation, or (D) other communications exempted by regulations adopted by the Office of State Ethics in accordance with the provisions of chapter 54.

28.0 Insurance

The contractor shall, at its sole cost and expense, maintain the following insurance in full force and effect during the term of services provided by the Contractor under this agreement:

Vehicle grantees must include the State of Connecticut as an additional insured on coverage. The “Acord” Certificate of Liability Insurance form must state: “The State of Connecticut is named as an additional insured as required by written contract” in the Description of Operations/Locations/Vehicles section. The following requirement will be included in the agreement between the State of Connecticut and Awardee selected for funding.

Automobile Liability Insurance: (a) One Million Five Hundred Thousand Dollars (\$1,500,000) for vehicles with a seating capacity of fourteen (14) passengers or less, and (b) Five Million Dollars (\$5,000,000) for vehicles with a seating capacity of fifteen (15) passengers or more, for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and shall include comprehensive and collision to provide for repair and replacement of vehicle(s).

Commercial General Liability including Contractual Liability Insurance, providing for a total limit of not less than One Million Dollars (\$1,000,000) single limit for all damages arising out of bodily injuries to, or destruction of, property including the loss of use thereof in any one accident or occurrence. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of Two Million Dollars (\$2,000,000) for all damages during the policy period.

Workers’ Compensation and Employers Liability: Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage

shall include Employer’s Liability with minimum limits of \$1,000,000 each accident, \$1,000,000 Disease – Policy limit, \$1,000,000 each employee.

29.0 Forms

[Exhibit A: Scoring Criteria](#)

[Exhibit B: Proposal Content](#)

[Exhibit C: Cost Proposal](#)



MT Evaluating
Criteria.pdf



PROPOSAL CONTENT
.pdf



Cost Proposal.xlsx



Cost Proposal.pdf

30.0 RFP Submittal Checklist

Envelope 1	Contains Certification of Authority, management Plan and Technical Proposal	✓
Envelope 2	Sealed envelope containing Cost Proposal. This should be clearly identified as “Form Cost Proposal Summary Sheet for - Connecticut Department of Transportation Microtransit Pilot Program”.	✓
Contract Affidavits	Ethics, State Forms, W-9 and Addendums	✓

31.0 RFP Acronyms / Abbreviations List

RFP: Request for Proposal

ADA: Americans with Disabilities Act

CTDOT: State of Connecticut, Department of Transportation

Code: A legal requirement

CTDMV: State of Connecticut, Department of Motor Vehicles

DBE: Disadvantaged Business Enterprise

FTA: U.S. Federal Transit Administration

GPS: Global Positioning System

MT: Microtransit

PILOT: short-term tests that can help you and your company learn how a larger-scale project might work for you in practice

COG: Council of Governments

KPI: Key Performance Indicator

OPM: Office of Policy and Management

FOIA: Freedom of Information Act

FOIC: Freedom of Information Commission

PROSPECT LIST

The following list of technology solution providers on this PROSPECT LIST, is for reference only. It will be the responsibility of the prospective applicant to ensure the technology solutions provider chosen will meet the requirements of this RFP.

	NAME	PHONE #	CONTACT / EMAIL	WEBSITE
1.	Ecolane	844-326-5263	Will Trost william.trost@ecolane.com	<u>Ecolane</u>
2.	IT CURVES	301-208-2222 x3258	Jared Gabrilowitz JGabrilowitz@itcurves.net	<u>Microtransit - IT Curves</u>
3.	Mobility on Demand	240-354-6679	Efon Epanty	<u>MOD Trapeze Group</u>
4.	QRyde	978-379-0010 x222	Aastha Chaturvedi AasthaC@qryde.com	<u>QRyde by HBSS : Shared Ride Scheduling Transportation Software</u>
5.	RideCo	720-229-7485	Cody Cornwell cody.cornwell@rideco.com	<u>RideCo</u>
6.	Shared Mobility	716-407-7474	Mitch LaRosa Mitch@sharedmobility.org	<u>Shared Mobility Inc.</u>
7.	Spare Labs	213-616-9213	Camille El-Kadi camille@sparelabs.com	<u>Spare - sparelabs.com</u>
8.	The Routing Company	513-325-0225	bd@theroutingcompany.com	<u>The Routing Company</u>
9.	TransDev	513-259-9429	bd@transdev.com	<u>Microtransit - Transdev</u>
10.	TransLoc	888-959-3120	translocrfp@transloc.com	<u>TransLoc - Mobility Solutions</u>
11.	VIA Mobility	888-501-7511	Ben Shivers ben.shivers@ridewithvia.com	<u>Via Mobility</u> <u>(ridewithvia.com)</u>

CONNECTICUT DEPARTMENT OF TRANSPORTATION
MICROTRANSIT PILOT PROGRAM
RFP: OTR 0126-23-R-12883
ADDENDUM #1

Date of Addendum: January 31, 2023

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

NOTICE OF INTENT TO PROPOSE

The Notice of Intent to Propose through deadline has been extended as noted herein, and modifies the date as stated in the RFP.

Table 1: RFP Schedule and Submittal Dates

Item	Section	Description of Change
13.4	RFP Schedule and Submittal Deadlines	<p>The following scheduled item and date for the submission of Notice of Intent to Propose has changed. The new extension date deadline is 5:00 pm on March 17, 2023.</p> <p>This extension will allow proposers to ask questions related to the RFP, receive responses, and determine if a commitment can be made to submit a proposal.</p>

END OF ADDENDUM

NOTICE: To automatically receive notification of new Bids & RFPs and Addenda from CTSource (the State of Connecticut's Contracting Portal) via e-mail, click on the following link. Review the Supplier Registration section; click on CTSource Supplier Registration and follow the instructions to create your CTSource account.

<https://portal.ct.gov/DAS/CTSource/CTSource>