



City of High Point North Carolina



Department of Transportation

Public Transportation Division

BID ADDENDUM

FAILURE TO RETURN THIS BID ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR BID TO REJECTION ON THE AFFECTED ITEMS/SERVICES.

Bid Number: TRANSIT-031220-R-0010

Bid Opening Date/Time: March 12, 2020, 4:00 p.m.

SMS Readiness Assessment and Agency Safety Plan Development

Addendum Number: 1

Date: February 25, 2020

Contact: Angela Wynes – angela.wynes@highpointnc.gov E-mail; 336-822-7175 Fax

INSTRUCTIONS:

Return one properly executed copy of the addendum prior to the bid opening date and time. You may include the executed copy in your bid response.

1. This addendum includes questions received about the solicitation and the answers to the questions.
2. Check **ONE** of the following options:
 - Bid has **not** been mailed. **Any changes** resulting from this addendum are included in our bid.
 - Bid has already been mailed. **No changes** resulted from this addendum.
 - Bid has already been mailed. Changes resulting from this addendum are as follows.

Execute Addendum:

Bidder: _____

Authorized Signature: _____ **Date:** _____

Name and Title (Typed or Printed): _____

Following are questions received about the solicitation and the answers to the questions.

1. When does the agency expect the *Draft* PTASP?

We would like to have a draft PTASP no later than June 19 with at least one week for staff review and comment.

2. Will there be a comment and revision period between submissions?

Yes, we would like to have one week to review and comment on the draft.

3. When does the agency want its Final *Draft* PTASP?

The final draft PTASP should be ready by July 6, 2020 allow for presentation at the July 20th City Council meeting. Unfortunately, there will not be a City Council meeting on July 6th due to the Independence Day holiday.

4. Is the intent of the Solicitation and Scope for the agency to approve/adopt the PTASP by July 2020? If so, will the plan require a Board review and acceptance?

Yes, the intent is to have an approved PTASP by July 20, 2020. The plan will require City Council review and acceptance. See the answer to the question 3.

5. Does the agency currently have a safety plan in place?

Yes, however, the plan is six (6) years old and has not been maintained. The plan does not include the four (4) elements of SMS.

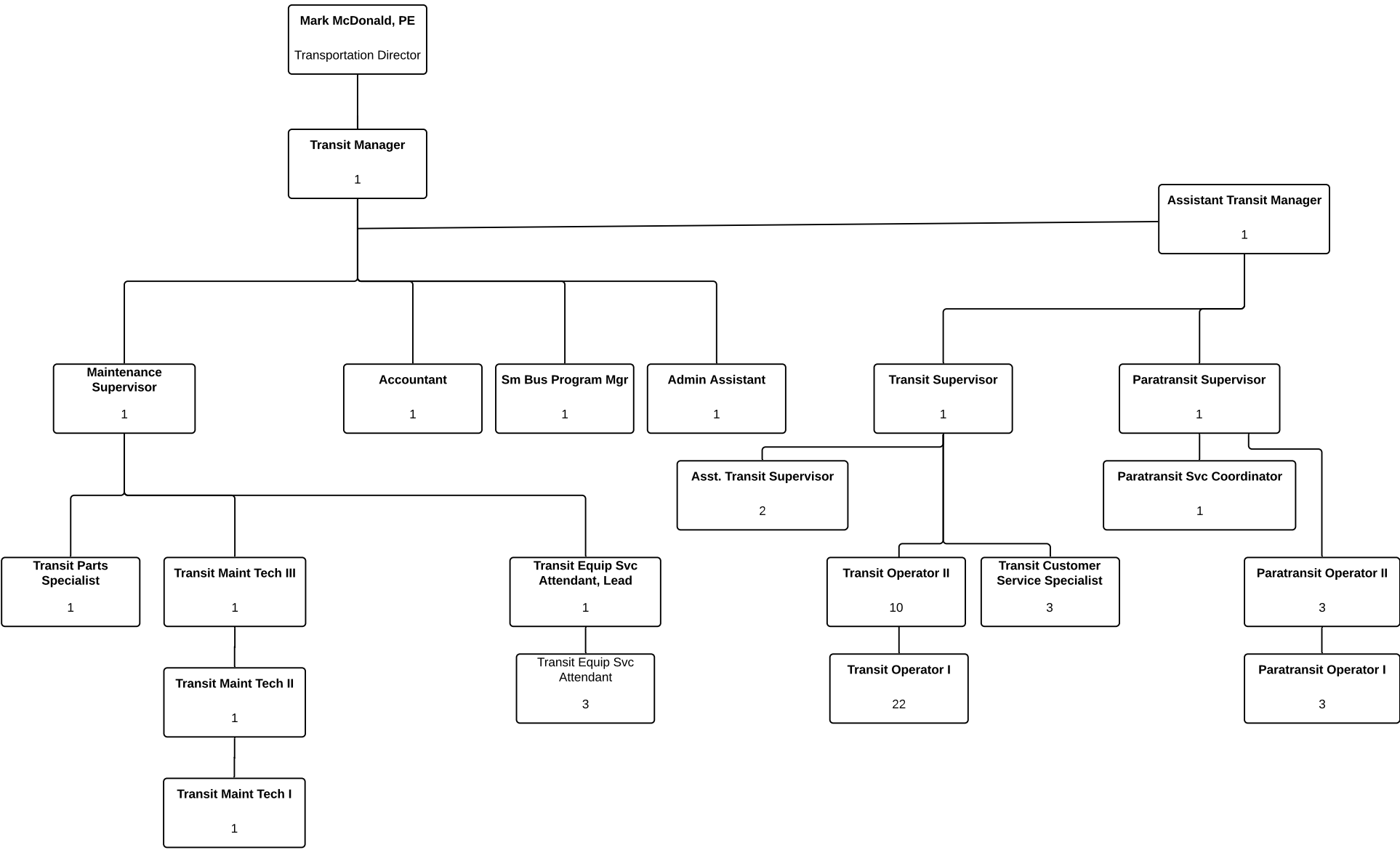
6. Can we obtain an overview of the agency's operations (how many buses are being operated, etc.)?

High Point Transit System operates a total fleet of 23 revenue vehicles (16 35' buses, 1 40' bus, 3 25' light transit vehicles, and 3 22' light transit vehicles). There are 60 budgeted positions for the transit system (see attached organizational chart). In FY19, 997,088 passenger trips were taken. There were 37,478 revenue hours and 523,218 revenue miles of service provided.

7. The section on cost factors indicates that the we "Complete and include the Cost Summary Page." We do not find that page included in the subject document.

See attached Cost Summary Page

High Point Transit System Organizational Chart



Cost Summary Page

**Safety Management System (SMS) Readiness Assessment & Development
of Public Transit Agency Safety Plan**

Element	Cost
Phase 1	
Phase 2	
Total	
Travel Expenses	
Grand Total	