

ADDENDUM NO. 1

to the

REQUEST FOR PROPOSALS

FOR CONSULTANT TO PREPARE A  
FIVE-YEAR TRANSIT STRATEGIC DEVELOPMENT PLAN AND  
TRANSIT MARKETING PLAN  
RFP No. MPO 20-06

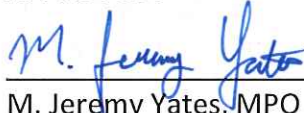
by

CASPER AREA METROPOLITAN PLANNING ORGANIZATION  
CITY OF CASPER  
200 N. David  
Casper, Wyoming 82601

ADDENDUM DATE: July 27, 2020

Receipt of this Addendum must be acknowledged by filling in the spaces provided below and including one (1) copy attached to the bid.

APPROVED:



M. Jeremy Yates, MPO Supervisor

ACKNOWLEDGMENT OF RECEIPT OF  
ADDENDUM (BIDDER)

\_\_\_\_\_  
Firm

\_\_\_\_\_  
By: Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Received

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REQUEST FOR PROPOSAL

FOR CONSULTANT TO PREPARE A  
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This addendum to the Request for Proposal is hereby made a part of the Contract Documents for the above titled project, to the same extent as though it were originally contained therein.

Questions and Answers

**Question 1:** Task 1 includes “a plan for first/last mile service implementation.” Could you expand on what you are looking for related to first and last mile service? Most of Casper is within one-half mile of the existing routes. Are you looking for analysis of alternate models for service delivery in some areas of the community?

Answer: Our ultimate goal with this project is to make certain that the Casper Area Transit system works as well as possible for all users. To that end, we want to evaluate the accessibility and connectivity of our transit systems to serve the largest possible population. Our goal is to work in partnership with the selected firm, community leaders, transit users, the Casper Area Transportation Coalition board, and others, to identify service gaps and connectivity issues, for instance trail and path deficiencies leading to transit stops or a lack of bicycle rack parking at transit stops, and correct those issue to increase the overall efficacy of the Casper Area Transit system.

**Question 2:** How many community meetings do you anticipate as part of this effort?

Answer: Identifying the number of community meetings is dependent on the consultant in a manner which works best for their individual plans.

**Question 3: Is there an established Advisory Committee for transit service in Casper?**

Answer: Yes, The Casper Area Transportation Coalition is a public, non-profit business managed by a Board of Directors elected from the Casper area. The Board of Directors functions as an advisory committee for transit service with representation from all of the municipalities served.

**Question 4: Has a rider survey been completed recently?**

Answer: The Casper Area MPO produced rider survey in 2019. Additionally, in 2018 a part of the public outreach for our updated Long Term Transportation Plan, Connecting Crossroads, we collected transit and ridership information. Finally, there is a Casper Routes and Schedule Analysis, completed in January 2001. All existing data and reports are available from the MPO.

**Question 5: Do you have an anticipated project start date?**

Answer: We anticipate completing firm selection, contract negotiation, and final contract approval by mid-September 2020.

**Question 6: Given the current pandemic, are you anticipating an in-person or virtual kick-off meeting?**

Answer: The Casper Area MPO prefers in-person meeting whenever possible. However, given the evolving situation with the COVID-19 Pandemic, we will fully support a virtual kick-off meeting.

**Question 7: Are there any required forms to be submitted as part of the proposal?**

Answer: They only forms required with the submission are a signed copy of this amendments and other items identified in the RFP.

**Question 8: Will on-time performance and stop-level boarding and alighting data by route, direction, trip, and day be available?**

Answer: The Casper Area MPO will provide access to any previously available data set and study to firms on request.

**Question 9:** Will the MPO consider accepting a digital-only submittal instead of requiring hard copies of the proposal?

Answer: No. Please provide six hard copies and one electronic copy on a thumb drive by the deadline.

**Question 10:** Have any transit surveys (customer or community) been conducted within the last three years? If so, when? Can the reports be provided to proposers?

Answer: See questions four and eight above.

**Question 11:** In Task 6, is the MPO looking to rebrand (and/or rename) its transit services or build its existing brand (The Bus/CATC)??

Answer: The possibility of rebranding transit services is an issue being explored by this Transit Strategic Development Plan. If consultants believe, and can support, that re-branding would lead to increased ridership, increased customer satisfaction, and help to meet the other goals set forward in the original RFP, they should either include that in their initial submission or recommend the same in their final report.

**Question 12:** Has a date for potential proposer interviews been identified? Will interviews be held remotely?

Answer: Interviews dates have not been selected, but will potentially be held remotely.

**Question 13:** When does the MPO expect to award the project?

Answer: We anticipate completing firm selection, contract negotiation, and final contract approval by mid-September 2020.

**End of Addendum No. 1**