

**Request for Proposals  
Transportation Services for Arlington Trolley  
Arlington Entertainment Area Management District**

ADDENDUM No. 2  
Issued March 10, 2017

The Request for Proposals has been amended and revisions are issued in the following document. In the document, you will find new information in underlined type and deleted information is noted by ~~strikeout~~.

**Receipt of this addendum should be indicated on the Acknowledgment of Addenda to be submitted with your Proposal.**

**ITEM 1 - Part I – General Information, Section 3: Procurement Requirements**

3.5 Receipt of Proposals

Technical and Price Proposals marked “AEAMD Transportation Services Trolley Proposal” will be received until 4:00 p.m. local time on Tuesday April 18, 2017 to the attention of the Arlington Entertainment Area Management District, c/o Arlington Convention & Visitors Bureau, 1905 E Randol Mill Rd, Arlington, TX 76011. An original and ~~ten (10)~~ six (6) copies of the Technical and Price Proposal shall be submitted. An electronic copy shall be provided on flash drive or CD.

The Technical and Price Proposal format and page limitations shall be as follows:

- Limit the Proposal to 50 pages, preferably printed on two-sides (25 sheets of paper).
- Each page with 1-inch margins top/bottom and left/right.
- Use no smaller than 11-pt font.
- The Required Submittal Forms are in addition to the 50-page limit
- An original and six (6) copies of the maximum 50-page proposal and Required Submittal Forms shall be printed and bound. An electronic copy shall be provided on flash drive or CD.
- The Proposer may include other attachments in addition to the maximum 50-page proposal and Required Submittal Forms but only to the extent that the Attachments are pertinent to this Proposal. Proposers are discouraged from including general marketing materials not specific to this Proposal.

**ITEM 2 - Part I – General Information, Section 3: Proposal Conditions**

*Clerical correction:*

**5.0 ~~Protest Procedures~~ Proposal Conditions**

**ITEM 3 - Part II – Scope of Work, Section 2: Services**

**2.0 Estimated Service Hours for Scheduled Route Service**

Delete the table titled Service Hours for Scheduled Route Service in its entirety and replace with the following:

**Service Hours for Scheduled Route Service**

	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>	<b>Level V</b>	<b>Level VI</b>
Minimum Hours For Level	5,000	7,500	6,000	9,000	7,000	10,500
Maximum Hours For Level	7,500	12,000	9,000	14,400	10,500	16,800
Minimum Vehicles Required	6	6	7	7	8	8
Total Vehicles Required incl Spares	8	8	9	9	10	10

**ITEM 4 - Part II – Scope of Work, Section 3: Staff Duties and Responsibilities**

*Clerical correction:*

**3.2 Field Supervisor(s)**

A field supervisor must be on duty in the District at all times during the hours when the Contractor provides authorized service. During the high season, the Contractor must name a relief field supervisor to ensure all days and hours of service are supervised in the field. The relief field supervisor shall be equally trained and, when on duty, the relief field supervisor shall have the same obligations, responsibilities, and authority as the field supervisor.

**ITEM 5 - Part II – Scope of Work, Section 7: Training and Safety**

**7.2 Driver Training**

**7.2.1** At a minimum, the Contractor’s training program must include a minimum of 40 hours classroom and ~~32 hours~~ 24 hours individual training behind the wheel, excluding CDL certifications.

## **ITEM 6 - Part II –Scope of Work, Section 8: Facilities**

### **8.1 Minimum Standards for Facilities**

As a minimum, the Contractor shall provide clean and well-maintained facilities, including:

- Office space for management, operations, driver report area, space for training and conference, restrooms, employee rest areas for all employees, and other necessary office space. As an alternative for training and conference, the Contractor may rent space at a District member hotel. All space shall be ADA accessible.

## **ITEM 7 - Part II –Scope of Work, Section 10: Fuel Adjustment**

*Clerical corrections:*

### **~~9.0~~ 10.0 Introduction**

### **~~9.1~~ 10.1 Fuel Adjustment**

- If the monthly price for ~~unleaded gasoline~~ [specify trolley vehicle fuel] for the 12 months increases or decreases 10 percent or more from the base price, the per service hourly rate shall be adjusted based upon the fuel usage per hour as stated above for the next month. The adjusted amount shall be applied directly to the per service hour rate for the applicable next month of service and level of service.