

**Submitted Questions for RideACTA RFP**

**Question 1:**

Submitted by: Pittsburgh Transportation Group

Received: March 10, 2025

Form: Written letter attached to email.

Question: Per Paragraph 4, “Proposal Submission Instructions”, it lists that the Proposal Package should include a “Performance Bond”. Per Paragraph 11 “Bonding”, it states “The selected organization, at the time of contract execution, will be required to furnish and deliver, at its sole expense,

Performance Bond. Please clarify that a Letter of Commitment to the bond requirements from an approved surety firm will suffice for the Proposal Submission or do you need the actual Performance Bond with the proposal?

Response: A Letter of Commitment will suffice for the proposal submission.

**Question 2:**

Submitted by: Pittsburgh Transportation Group

Received: March 10, 2025

Form: Written letter attached to email.

Question: Per Paragraph 12 – “Form of Contract”, pleas elaborate. Does this have any impact on the Contractor billing ACTA for services rendered according to the proposal and agreed upon pricing?

Response: No – this allows for other costs that may be incurred by the contractor outside the scope of the contract and requested by the buyer (extra hours, extra vehicles, etc.) to be reimbursed.

**Question 3:**

Submitted by: Pittsburgh Transportation Group

Received: March 10, 2025

Form: Written letter attached to email.

Question: Per Appendix A – “Scope of Services,” 2 “Shuttle Vehicles”, “Exterior Graphics and Signs”; Our company fully accepts the responsibility of providing the vehicle graphics. Our question pertains to future requests by ACTA and whether they will differ from the decaling shown in the photo of the current vehicle in the RFP. For example, if an entire exterior vehicle wrap is requested, it could roughly range $11,000-$13,000 per vehicle versus separate vinyl decals (as referenced above) at substantially less cost. Any clarification or limitation on the type, extent or cost of potential full wraps will be helpful since possible future costs will influence proposed service pricing.

Response: Currently, ACTA does not have any plans to change the design of the existing type of RideACTA vehicle graphics. It is acceptable for the graphics to be installed as separate vinyl decals if the vehicle looks the way it is presented in the example photo in the RFP.

**Question 4:**

Submitted by: Pittsburgh Transportation Group

Received: March 10, 2025

Form: Written letter attached to email.

Question: Per Appendix A – “Scope of Services,” “Fleet Maintenance/Management,” “The contractor must describe in the Technical Proposal the process used for obtaining and renewing the licensing and titles for its vehicles. It must also include examples of how this service was provided to other clients.” Please clarify what is needed, in particular. We have to maintain licensing and titles of our entire fleet in order to operate each vehicle, which includes all others clients’ routes and service.

Response: We are requesting a summary of the process the contractor uses internally to renew its licenses and titles. Is there a standard operating procedure used each year for these renewals, etc.? Reporting can be limited to the vehicles used during the RideACTA service.

**Question 5:**

Submitted by: Pittsburgh Transportation Group

Received: March 10, 2025

Form: Written letter attached to email.

Question: Per Appendix A – “Scope of Services,” 4 “Fleet Maintenance/Management” “Monthly…. Report on all maintenance and/or repair services performed on each vehicle along with the cost of these services.” Does the awardee need to report their internal costs that are not being billed to the customer, nor affecting the contracted hourly service fee?

Response: No, ACTA is looking for a monthly report that displays the maintenance/repair records for the vehicles used for the RideACTA service.

**Question 6:**

Submitted by: Pittsburgh Transportation Group

Received: March 10, 2025

Form: Written letter attached to email.

Question: Per Appendix A – “Scope of Services,” 5 “Data Collection/Reporting” “Weekly”, can ACTA agree to either Wednesday or Thursday of the following week for the Weekly report submission since the service runs through late Saturday?

Response: Yes, Wednesday would be acceptable.

**Question 7:**

Submitted by: Pittsburgh Transportation Group

Received: March 10, 2025

Form: Written letter attached to email.

Question: Per Appendix A – “Scope of Services” 5 “Data Collection/Reporting” “Monthly”, can ACTA agree to extend the deadline a few days beyond the 5th day of the month?

Response: Yes, this can be amended in the “Scope of Services” attachment that will be included with the executed contract.

**Question 8:**

Submitted by: Pittsburgh Transportation Group

Received: March 10, 2025

Form: Written letter attached to email.

Question: Per Appendix C – “DBE Requirements,” given the nature of the service to be provided for this RFP, there is limited opportunity to “include a portion of the project work to certified DBEs.” There will possibly only be indirect use of DBE suppliers for office and maintenance supplies. Does ACTA want to offer any further insight on this subject?

Response: ACTA’s grants do not have a DBE requirement threshold indicated. That being said, ACTA does try to promote the use of DBEs where appropriate. The bidder should only include DBE vendors, subcontractors, etc. that work or supply materials directly related to the RideACTA service.

**Question 9:**

Submitted by: Pittsburgh Transportation Group

Received: March 10, 2025

Form: Written letter attached to email.

Question: Insurance Requirements: Please confirm that all liability insurance limits that are required can be met by any combination of primary and excess insurance.

Response: Yes, as long as the insurance requirements stated in the RFP are met.

**Question 10:**

Submitted by: Pittsburgh Transportation Group

Received: March 12, 2025

Form: Verbal via phone call.

Question: Can the fleet used specifically for the service be of varied sizes and capacities?

Response: Yes, that scenario can be considered.

**Question 11:**

Submitted by: Pittsburgh Transportation Group

Received: March 10, 2025

Form: Email

Question: For further clarification, are you wanting all vehicles to be wheelchair accessible in the new contract? Or is it ok as long as one vehicle on duty is wheelchair accessible?

Response: One (1) vehicle on duty that is wheelchair accessible is sufficient.

**Question 12:**

Submitted by: Pittsburgh Transportation Group

Received: March 13, 2025

Form: Verbal and written correspondence

Question: Per Paragraph 4 – Proposal Submission Instructions, it lists that the Proposal Package should include a “Performance Bond”. Per Paragraph 11 “Bonding”, it states “The selected organization, at the time of contract execution, will be required to furnish and deliver, at its sole expense, a Performance Bond…”

 Upon further investigation with our insurance provider, they caution that it may be very difficult to get a Performance Bond as a non-construction company. Our service is not of a tangible nature like construction. “Transportation is a tough class to get them for as there is no chance to make up performance of a route should something happen and vehicles not make/complete a route at any time.” We don’t recall having a Performance Bond for any other contract, many of which are in the multi-millions in value. If they can find an underwriter, the process will take weeks and at multiple thousands of dollars. This cost will need to be incorporated into our proposed rate. Any reconsideration of this requirement by ACTA will be beneficial.

Response: ACTA will consult with its funders regarding this requirement and if it is necessary. In the meantime, please indicate a commitment to attempt to receive the Performance Bond in the technical proposal.

**Question 13:**

Submitted by: Pittsburgh Transportation Group

Received: March 13, 2025

Form: Verbal and written correspondence

Question: Per Paragraph 9 – Insurance requirements, Professional Liability. Our insurance provider has advised the following: “The services to be formed under the contract are not considered “Professional Services” by the way of securing a professional liability policy. The drivers driving, loading and unloading (including wheelchair securement) are all part of their standard driving responsibilities and they are covered under the auto liability policy that you currently have in place. This category of coverage is required for the following types of projects involving consultants, engineering services, programming, design/build projects, independent testing firms and similar exposures.

1. Healthcare Professionals – Doctors, nurses, dentists, therapists, and other medical practitioners need malpractice insurance to cover claims of medical errors or negligence.
2. Lawyers & Legal Professionals – Attorneys and law firms require coverage for potential claims of legal malpractice or client dissatisfaction.
3. Consultants & Business Advisors – Management consultants, business coaches, financial advisors, and marketing professionals can be sued for errors in advice or services.
4. IT & Technology Professionals – Software developers, cybersecurity experts, and IT consultants may face claims for system failures, data breaches, or software errors.
5. Architects & Engineers – Design flaws or construction errors can result in lawsuits, making professional liability coverage crucial.
6. Real Estate Agents & Brokers – They can face claims for misrepresentation, errors in transactions, or negligence in property dealings.
7. Accountants & Financial Planners – Mistakes in tax filings, audits or financial advice can lead to costly lawsuits.
8. Creative Professionals – Graphic designers, photographers, writers, and advertisers might need coverage for copyright infringement, misrepresentation, or contract disputes.
9. Education & Training Professionals – Tutors, coaches, and trainers can be held liable for inadequate instruction or misinformation.

If required to carry this category of insurance, it will be difficult and expensive to obtain. Any reconsideration of this requirement by ACTA will be beneficial.

Response: ACTA will consult with its funders regarding this requirement and if it is necessary. In the meantime, please indicate a commitment to attempt to receive the policy in the technical proposal.