



PURCHASING DEPARTMENT
1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400/FAX (770) 528-1154

Mark Kohntopp
INTERIM DIRECTOR

ADDENDUM No. 1

**Sealed Bid # 12-5643
Request for Proposal
Consultant Services for Travel Training Program**

DATE: March 1, 2012

Page 1 of 5

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

Proposers shall acknowledge receipt of this addendum.

Include this original form inside your proposal package.

This Addendum consists of:

- **Minutes of the February 22, 2012 Pre-Proposal Conference**
- **Questions submitted in writing**
- **Pre-Proposal Conference Attendee List**

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.

Electronic / faxed bid response will not be considered.

I acknowledge that I have received Addendum No. 1

**Sealed Bid # 12-5643
Request for Proposal
Consultant Services for Travel Training Program**

Company Name

Signature

Date Sent to Purchasing

Please Print Name

Please sign, date, and return this form ONLY to:
Cobb County Purchasing Department
Fax #: 770-528-1154
E-Mail: purchasing@cobbcounty.org

Please note: The deadline for questions is: **February 28, 2012** by 5:00 pm
Any questions received after this deadline will not be considered.

Addendum 1
Sealed Bid # 12-5643
Request for Proposal
Consultant Services for Travel Training Program

Minutes of the February 22, 2012 Pre-Proposal Conference

Daphne Bailey from purchasing reviewed the pre-bid information sheet with the attendees. This is sealed bid 12-5643 Request for Proposal-Consultant Services for Travel Training Program. Bids are due March 8, 2012 before noon. Late bids will not be accepted. Bids will be opened publically and broadcast live on TV23. The Bid Opening will take place at the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta at 2:00 pm. A list of participants from the sign in sheet is included with this addendum.

A bid bond is not required for this proposal and respondents need to submit an original and 5 copies making sure to *well mark* the original copy. **Per another question, the proposals can be submitted in one envelope.** Please mark all packages with company name and Bid Number. If more than one box is sent then put the original (well marked) copy in package 1. There is a label enclosed in the specifications for use.

Cut off date for questions is February 28, 2012 at 5pm. Please include Bid number and bid title on all questions submitted.

Minutes and addenda will be sent to the plan holders on records receiving bid package and is also on purchasing website purchasing.cobbcountyga.gov

Additional questions included:

A question was raised about the decision being made at that time. An award will not be made at the time of the bid opening. It will take 3-4 weeks for the evaluation committee to select a candidate.

Does one need to be a registered vendor? You do not have to be a registered vendor in order to be able to bid. However, should you be the awarded vendor, you will have to register with Cobb County in order to get paid.

Is there an incumbent? No there is not. The county has engaged in travel training since 2006 when an employee of CCT had started a 'Get on the bus, Gus' program for seniors. In 2008 staff was hired under a mobility management grant and formalized the senior travel training program and also developed other programs for disabled non-seniors. Staff has trained between 800-900 seniors at locations throughout the county and most were set up through Cobb Senior Services. Most the seniors had great mobility and were active. It was when staff began to expand to service other clients with cognitive and physical impairments that staff realized the need for expanding the program to assist with those clients also.

Is there a preference by veterans? No

How many clients could we expect to service? Unknown. The County desires to offer this as an option for all paratransit applicants and also to continue present programs with the focus being on those disabled needing assistance and access to quality of life, work or school. There is no waiting list but the county also has additional programs, such as the voucher programs for seniors and one pending program for non-seniors that travel training will also be offered too as an option. Along these lines, it was explained that the

voucher programs will also benefit from trip planning efforts which is also included in the RFP. Trip planning assists the travel trainers to work with clients to get them INTO the CCT system and ride either local fixed route busses (which are free) or into the paratransit service area for CCT. This would extend the use of vouchers for those citizens.

What and where would these classes take place? It was explained that there will be a future mobility center built this year but in the interim the training will be done at the various sights requesting same. CCT staff will assist the successful applicant with contacts and fare products for use with these classes.

Is there training for the drivers? No. Veolia is the contractor and supplies a course for all drivers about handling the disabled. A general knowledge of this training will be useful for the travel training and trip planning activities because it would provide additional security and alleviate fears from trainees.

Can we provide a list of agencies that we have worked with for travel training and phone contact information?

Yes.

Kellie Bollman, **Cobb-Douglas Service Board** –They had a travel trainer on staff. 678-217-1512 ex 375

Clintina Mitchell, **Cobb County Parks and Recreation Department** 770-819-3223 worked with staff to assist them to train cognitively and physically impaired students Pam Broadwell, **Cobb Senior Services**, 770-528-8200, the bulk of our training efforts have been with Senior Services. We work through Pam to set those up every year.

Additional questions received in writing.

Does the contractor need to secure a facility, or will there be office space for a travel trainer at the transit center? Facility location for travel training can be worked out through CCT and Veolia staff. On site and off site facilities can be coordinated through county staff as necessary so a set facility site is not necessary. It is likely that much of this work will be done in the field with clients.

What is the desired duration of this contract, based on currently available funds? Approximately \$50,000 per year is a small budget and will limit our ability to provide effective travel training. The contract is for 3 years or until grant funds are expended. There is a component in the RFP for sustainability and continuity of the programs.

If funds are exhausted prior to the expected close of the contract, will there be an opportunity to raise additional funds? The grant amount is set, future funding is not planned and cannot be guaranteed.

Regarding the RFP for the Consultant Services for Travel Training Program that if a company is already a DBE certified company, will this count towards the DBE goals for Cobb County and if so, is this considered in the overall evaluation of potential bidders. In this case, are companies required to complete the DBE forms in the RFP? If the successful proposer is a certified DBE company then it would count toward the County's goals. However, DBE certification is not a determining factor in the overall evaluation of potential bidders. Yes, companies are required to complete all forms and certifications.

PRE- BID CONFERENCE

SEALED BID # 12-5643
 REQUEST FOR PROPOSAL
 CONSULTANT SERVICES FOR TRAVEL TRAINING PROGRAM
 FEBRUARY 22, 2012

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
<i>Robert Surkusco</i>	<i>COG</i>			
<i>Mary Lou Pagano</i>	<i>Safe America</i>	<i>770-973-7233 X 236</i>	<i>770-971-9996</i>	<i>Marylou.PAGANO@Safeamerica.org</i>
<i>Bob Surkusco</i>	<i>SAFEAMERICA</i>	<i>770-973-7233 X 231</i>	<i>11</i>	<i>BSURKUSCO@SAFEAMERICA.ORG</i>
<i>Matthew Thome</i>	<i>Safe America</i>	<i>770-973-7233</i>	<i>11</i>	<i>Matthew.thome@safeamerica.org</i>
<i>Robyn Bernardy</i>	<i>Medical Transportation Management</i>	<i>202-617-8471</i>	<i>202-263-4642</i>	<i>rbernardy@mtm-inc.net</i>
<i>Suzanne Dore</i>	<i>Dore Staffing</i>	<i>770-434-3040 ext 605</i>	<i>770-434-3345</i>	<i>sdore@dorestaffing.com</i>

PRE- BID CONFERENCE

SEALED BID # 12-5643
 REQUEST FOR PROPOSAL
 CONSULTANT SERVICES FOR TRAVEL TRAINING PROGRAM
 FEBRUARY 22, 2012

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
Brad Henn	Lumenor Consulting Group 115 S. Smead Ct Roswell GA 30076	678.613.9861		bhenn@lumenorconsulting.com
Ofonmbuk Noah	Altre Enterprises Villa Lake Dr. Powder Springs, GA.	404-317-8284		Sophondabrown@yahoo.com
Kelli Fair	DOVER Staffing 4499-D S. COLLIER DR SMYRNA, GA 30080	770 434-3040	770 434-3344	KFair@DoverStaffing.com
Daphne Bailey	Cobb County Purchasing	770-528- ⁸⁴²³ 115	770-528-1154	
Ron Roberts	CCT			