



MEETING NOTES

PROJECT NAME	Pigeon Forge Mass Transit – ITS Pre-bid Meeting
DATE	25 July 2019
TIME	1:30pm EST
VENUE	Pigeon Forge City Hall
SUBJECT	Formal Pre-bid meeting for ITS RFP
CLIENT	City of Pigeon Forge; Pigeon Forge Mass Transit

MATTERS ARISING

	ACTION BY
1.0 ATTENDANCE TAKEN	
1.1 Attendees present in Pigeon Forge: <ul style="list-style-type: none">-- Carl Buchner of Safety Vision-- Steve Fershtman of ETA Transit-- Brian Garrett of Connexionz ltd-- Lynn Wilhoite, City of Pigeon Forge-- Bobby Braden, City of Pigeon Forge-- Rob Ogle, City of Pigeon Forge-- Clabo, Bonita, City of Pigeon Forge-- Rosen, Henry, WSP-- Baratz, Matt, WSP-- Weaver, Hope, WSP-- Borra, H. Gupta, WSP	See attached sign-in sheet
1.2 Attendees present via phone: <ul style="list-style-type: none">-- Brian Catlet with Insite-- Angela Johnson with Safety Fleet-- Gordon Purnell with Genfare-- Amanda with Avail Technologies-- Jessica Brown with DeLerrok-- Glenn Foster with Tech Smart-- Caitlyn Ingram with Avail technologies-- Brandon Leonard with Double Map-- Carolyn McDonald with 40 AU-- Demetri Miller with 40 AU-- Ashley McDonald with Insite-- Jake Warr with Trillium solutions-- Matthew Long with WSP-- Daniel Quigg with WSP-- John Drayton with WSP	

MEETING NOTES

<p>2.0 INTRODUCTION TO THE CITY OF PIGEON FORGE & NEEDS OF THE SYSTEM</p>	<p>Lynn Wilhoite, Transit Director</p>
<p>3.0 WSP OPENED MEETING</p>	
<p>3.1 Important dates were noted</p> <ul style="list-style-type: none"> — RFP was released on July 10, 2019 — Written questions to be submitted by July 22, 2019 — Today (July, 24th) last day for formal questions all questions must be submitted via email to Lynn Wilhoite — Proposals will be accepted until September 10th 2019, bids will be opened at 2pm 	<p>Gupta Borra, WSP</p>
<p>3.2 All Previously submitted questions/exceptions were read aloud followed by the unofficial answer provided by the project team. These will be distributed to all parties once they are finalized.</p> <ul style="list-style-type: none"> — Internal copy of Q&A has already been distributed 	<p>Matt Baratz, WSP</p>
<p>4.0 ROOM OPENED FOR ADDITIONAL QUESTIONS & COMMENTS</p>	
<p>4.1 Questions:</p> <ul style="list-style-type: none"> — Brian Garrett (Connexionz) — Are Questions accepted past today? The RFP notes July 30th as date for specified equals to be approved, is there a need for specified equals? — Answer: No specified equals identified in RFP, therefore this date is null — Request for extension of questioning period for 1 more week — Answer: The project team will discuss and get back to you with a response — Once bid gets pass proof of concept stage is there a timeline for implementation? — Answer: As soon as possible — Many different media exist for fare collection exist, are you open to all medias? — Answer: Propose your solution/ideas — The cameras and technologies that are being asked for have their own GPS data, would this data be sufficient for the AVS/AVA component or would you like a separate system? — Answer: Propose your solution/idea — Jake Warr (Trillium Solutions) — You currently have a AVA/AVL system. Are you looking to replace this system? — Answer: Yes — Is Pigeon Forge looking to change or expand service? — Answer: Yes, Always 	<p>Questions answered by WSP team and Lynn Wilhoite</p>
<p>5.0 ADJOURNMENT</p>	
<p>5.1</p> <ul style="list-style-type: none"> — The meeting concluded at 2:05 PM. There were no additional questions. 	

#	Question	Answer
1	<p>The bid asks for alternatives to be requested through the form which seems to be in relation to brand/model. However, we noticed places where specific specifications of functionality might need to be addressed for 'approved equals'. The question is, if we want to get an alternative functionality approved must it be called out through the official form or can it simply be clarified through a Q and A addendum? Does that Q and A addendum have the same deadline to receive questions?</p> <p>Any clarification that can be provided as it relates to a Q and A, addendum, or 'approved equal' form; and the difference between them would be greatly appreciated.</p>	<p>Please refer to Section 1.0, B, 3 "Approved Equal" of the RFP on page 3 of the Scope and General Provisions (page 5 of 64 in the electronic copy of the RFP).</p>
2	<p>Will a standalone on-board surveillance camera solution that does not integrate with the farebox or CAD/AVL systems be considered by The City of Pigeon Forge?</p>	<p>As indicated in Section 2.7 of the Scope of Work, seamless integration into the CAD/AVL system is desired. One mobile data terminal and one cellular service per bus are also preferred. However, other proposals will be considered.</p>
3	<p>1.0 Scope and General Provisions, Section D - Request and Dispute Procedure, #5 b (v) "provide evidence satisfactory to the City that the bidder(s) will comply with the DBE requirement contained herein (Exhibit 1-4)". Where is the DBE requirement (Exhibit 1-4) located?</p>	<p>Exhibit 1-4 was not attached to this RFP and is not expected to be included in proposals.</p> <p>The DBE requirement is shown in Section 1.0, E, 16 "Disadvantage Business Enterprise" (DBE)" on page 16 of the Scope and General Provisions (page 18 of 64 in the electronic copy of the RFP).</p>
4	<p>We do not ship to PO boxes, may the 186 Old Mill Avenue address be used to mail our proposal response?</p>	<p>The following address may be used to ship a proposal response if a proposer is unable to mail to a P.O. Box:</p> <p>Linuel R. Wilhoite, Transit Director City of Pigeon Forge Mass Transit 186 Old Mill Avenue Pigeon Forge, TN 37863</p>
5	<p>What is the minimum required interior cameras that the City of Pigeon Forge is requiring for full coverage? (section 2.7 page 22)</p>	<p>Section 3 "Pricing" indicates five cameras per bus. The City may consider alternatives.</p>

#	Question	Answer
6	What is the minimum acceptable resolution and frame rate for each camera in order to achieve 30 days of record time? (section 2.7 page 22)	Propose a solution to meet the 30-day storage requirement, providing the best acceptable resolution and frame rate.
7	Is the City of Pigeon Forge wanting to record on a Solid State Drive or a Hard Disc Drive? (section 2.7 page 22)	A solid state drive is preferred. Please submit both options.
8	Is remote view in real time a requirement that will be utilized when the system is deployed, or does it have to be capable of utilization in the future? Are you needing a cellular device to be quoted with the system or are you going to have it integrate with a preferred cellular device? (section 2.7 page 22)	Real time remote viewing is desirable as a future option. Please propose an option to implement real time remote viewing within one year. Please propose a cellular device. One mobile data terminal/one cellular service per bus is preferred. However, other proposals will be considered.
9	Does the City of Pigeon Forge require a secondary SD Card storage medium for failover storage, event recording, or mirrored recording? (section 2.7 page 22)	Please propose as an option.
10	Does the City of Pigeon Forge require a panic button or LED status indicator for the driver to manually timestamp events and see the health of the system upon ignition startup of the vehicle? (section 2.7 page 22)	This feature is desirable. If proposed, it would integrate with the Mobile Data Terminal and provide the operator with any status. See Section 2.5, Single Point Logon and Work Assignment.
11	Where does the City of Pigeon Forge anticipate to mount/placement of the recorder for the on board video surveillance system? Is a locking security box that is tamper required? (section 2.7 page 22)	There are locations on the bus, such as the head sign area, which are secured. However, if sufficient space is not available, it will be the proposer's responsibility to provide a suitable enclosure subject to approval by the City of Pigeon Forge for a mounting location. See Section 2.17 Installation Requirements.
12	Does Fun Time trolley have existing Access points at the bus facility that would be utilized for wireless download of any recorded video from the vehicles? (section 2.7 page 22)	Currently, there are no wireless access points. Please provide this as an option in your proposal.

#	Question	Answer
13	Would the City of Pigeon Forge want to add exterior cameras in the future or have exterior cameras quoted as an option?	Please propose exterior cameras as an option.
14	The bid mentions 2 year maintenance agreements but also at times a 5 year agreement. For the total cost proposal, is the intention to view a 5 year total proposal or 2?	The City of Pigeon Forge requires one-year of warranty, service and support. Propose an option for five years of maintenance, service and support.
15	Follow up from Q1, is the \$2.1M dedicated strictly to capital costs, first year costs, or full contract (whether that is 2 or 5 years)?	The \$2.1 million is the budget for this project.
16	Does each trolley have 1 door? I know the bid mentioned 1 APC system per trolley so I am assuming each trolley only has 1 door.	The City of Pigeon Forge has 7 double door trolleys and 28 with one door.
17	Can we submit our own pricing template, or is it preferred to stay in the format provided on the final 3 pages of the RFP?	Please stay within the format provided in the RFP.
18	If we need to stay within the format, can we at least submit a pricing explanation?	Comments and explanations may be submitted with your pricing proposal.
19	Page 5 under the Scope and General Provisions section lists "requests for approval due on July 30th," and "response for approval booked on August 4th, 2019." Please clarify what is meant by these action requests?	See amendment 1.
20	Page 7 under the Scope and General Provisions section lists "provide evidence satisfactory to the City that the bidder(s) will comply with the DBE requirement contained herein (Exhibit 1-4)." Exhibit 1-4 cannot be found. Please provide.	See response to question 3 above.
21	Page 24, under the Scope of Work, Section 2.9 APC, lists APC as an optional feature. The pricing sheet lists APC as required. Please clarify if this feature is to be option or part of the required features?	APC is an option. Please note the heading on Section 3, Pricing, page 34 is "Optional."
22	Page 2 under the Scope and General Provisions section states "Any explanation desired by a bidder regarding the meaning or interpretation of the Request for Proposals, drawings, specifications, etc., must be requested in writing and with sufficient time allowed (a minimum of fifteen (15) calendar days before date set to receive bids) for a reply to reach bidders before the submission of their bids." Please confirm this means questions about the proposal can be submitted until August 26th?	The deadline for questions has been extended until August 2. See amendment 1.
23	Can the q and a deadline be extended ?	See response to question 22 above.

#	Question	Answer
24	The video system request is to be viewed through the CAD application . In most cases in today's marketplace these features aren't integrated and viewing software is its own application. However it has gps and geolocation data which comes from the ITS hardware. Is this an acceptable alternative ?	See response to question 2 above.
25	After the proof of confer, is there a goal timeline for the entire project implementation ?	The City of Pigeon Forge would like to implement this system as soon as possible.
26	Different types of fare media are requested . Many newer systems no longer support magnetic cards . Would the agency accept a proposal which is focused on new types of fare media and do not support magnetic?	The City will consider proposals for all types of fare media. The City does not currently support magnetic cards on the transit system.
27	The RFP says you may award multiple bids. Do you have a preference between one bid vs. multiple? In other words, would single bids that cover all elements of the project have an advantage?	The City prefers to award this work to a single Contractor, but may award all or part of this work to more than one Contractor. The City may also consider alternate proposals and approaches to fulfill its requirements.
28	You currently have an AVA/AVL system. To clarify, are you looking to replace the current system?	Yes. The City has an AVA/AVL system and it seeks to replace it.
29	Does Pigeon Forge have any plans currently to change or expand service?	Yes. Pigeon Forge continues to grow and demand for the transit system is increasingly significantly.

#	Exception	Comment
1	<p>Section D.3 Single Bid Response indicates that proposal may be submitted for "any portion of the Request for Proposal", and Section 2. Scope of Services includes the statement "The City prefers to award this work to a single Contractor, but may award all or part of this work to more than one Contractor". These statements seem to imply that bidders may submit proposals for all or any subset of the scope of services. Please confirm that each bidder is free to submit proposals for any one or more of the required components (e.g. Fareboxes, ITS) or optional equipment and services (e.g. AFC, PIDS, APC).</p>	<p>Confirmed.</p> <p>The City prefers to award this work to a single Contractor, but may award all or part of this work to more than one Contractor. The City may also consider alternate proposals and approaches to fulfill its requirements.</p>
2	<p>Section 3 Pricing includes the following comment for Validators: "Sufficient spares and replacement of at least five vehicles replaced each year". We are interpreting this comment to mean that PFFTT may elect to replace up to five of its existing fleet of vehicles each year during the term of the agreement and, should that occur, the supplied Validators and installation materials must either be transferrable to another vehicle or, if not, additional Validators and/or installation materials must be included in the vendor's proposal. Please confirm that this interpretation is correct.</p>	<p>Confirmed. The City of Pigeon Forge may replace at least five vehicles per year.</p>
3	<p>The RFP includes several references (see partial list below) to hardware and software design, development and testing and also to acceptance tests. We provided automated fare collection as a subscription service where PFFTT staff and passengers would use our existing platform and customization to meet the requirements in the RFP would be accomplished via a series of configurations, rather than new software development. As such, traditional software design reviews and acceptance tests and the time required for agency staff to participate in them are made unnecessary. Please confirm that PFFTT would consider our approach as being equal to all existing AFC requirements that obligate the Contractor to support design reviews and acceptance tests.</p> <p>--Section 2.13 Training: "Contractor will provide PFFTT with a proposed training outline for PFFTT approval at the Final Design Review"</p> <p>--Section 2.22 Project Schedule and Major Milestones: "The City will provide final approval of each milestone and design review as appropriate"</p>	<p>PFFTT would consider this approach, but there needs to be a design review and acceptance test prior to PFFTT approval of any vendor's system. A proposed training outline is also required.</p>
4	<p>Please provide the following statistical information for most recently completed fiscal year:</p> <p>--Total sales of each pass product broken down by sales channel (i.e. ticket windows, onboard)</p>	<p>See attached tables and information.</p>
5	<p>Are PFFTT vehicles currently equipped with a cellular modems and antennas? If yes, please provide the following information:</p> <p>--Manufacturer(s) and type(s) of modems and antennas installed</p>	<p>Please propose cellular devices and a data plan. Please note that one mobile data terminal/one cellular service per bus is preferred, but other proposals will be considered. Current modems</p>

#	Exception	Comment
	<ul style="list-style-type: none"> –Confirmation that the current data plan can accommodate additional monthly data transfers up to 100 MB per modem –The cellular network provider of the current data plan –Confirmation that there is at least one open Ethernet jack on the modem that can be used by a third party device to access the open Internet 	and the current cellular data plan may be replaced with the new solution.
6	Please provide all required forms in an editable (Word) format.	Proposers may convert forms to editable Word format if necessary for their purposes.

Attachment: Response to Exception #4.

City of Pigeon Forge Mass Transit	2018			2019 - Through June		
	Fare	Ticket Office	On-Board	Fare	Ticket Office	On-Board
Passes						
All-Day Pass	\$3.00	25,968	0	\$3.00	56,414	0
Season Pass	\$35.00	752	0	\$35.00	974	0
Subtotal - Individual Fares		26,730	0		57,388	0
Total		26,730	0		57,388	0

Total Sales from January 2019 – June 2019

Approximately \$250,000

Fareboxes vs Pass Sales from January 2019 – June 2019

Fareboxes	Pass Sales
45.2%	54.8%

DRAFT
Suggested Amendment to City of Pigeon Forge – ITS RFP
REQUEST FOR PROPOSAL (RFP)

Amendment
I.T.S. Technology System

RFP Amendment #: One (1)

Issued: July 29, 2019

Issued by:

City of Pigeon Forge Mass Transit
186 Old Mill Avenue
Pigeon Forge, TN 37868

Point of Contact:

Linuel R. Wilhoite
Transit Director
City of Pigeon Forge
P.O. Box 1350
Pigeon Forge, TN 37868
Email: lwilhoite@cityofpigeonforgetn.gov

Instructions:

1. Amend your copy of the RFP in accordance with the details below.
2. Retain amendment copy for your file.
3. Acknowledge receipt of the amendment by email to the Point of Contact.

This amendment forms part of the RFP documents and modifies them as follows. It is understood that all other sections as detailed in our original RFP remain as stated.

Details of Amendment:

1. There is no change to the due date for proposals. Proposals will be received at the trolley office until 2:00 P.M. on September 10, 2019.
2. Section 1.0, B, 1, Explanation to Bidders, is replaced as follows:
Any explanation desired by a bidder regarding the meaning or interpretation of the Request for Proposals, drawings, specifications, etc., must be requested in writing by August 2, 2019 at 2:00 p.m. ET. Any interpretation or change made will be in the form of an amendment to the Request for Proposals, drawing, specification, etc., or information letter, as appropriate, and will be furnished to all prospective bidders. Receipts of Amendments by the bidder must be acknowledged on the Amendment Form or by letter received before the time set for opening of bids. Oral explanations or instructions given before the award of the contract will not be binding upon the City.

Suggested Amendment to City of Pigeon Forge – ITS RFP

3. Section 1.0, B, 3, Approved Equal is replaced as follows:
- a. In all cases, materials must be furnished as specified. Where brand names or specific items are used in the specifications, consider the term "or approved equal" to follow.
 - b. Any unapproved deviations, exceptions, substitutions, alternates or conditional qualifications contained in a bid may be cause for its rejection.
 - c. If potential bidders believe that their product is an equal to the product specified, they must submit a written request to the City in triplicate on the provided form (Exhibit 1-1) and this request will be approved or rejected by the City at least twenty one (21) calendar days prior to bid opening. Requests for approved equals, clarification of specifications, and protest of specifications must be received by the CITY, IN WRITING, BY 2:00 P.M. EASTERN TIME, AUGUST 2, 2019.
 - d. Any request for an approved equal must be fully supported with catalog information, specifications and illustrations or other pertinent information as evidence that the substitute offered is equal to or better than the specification. Where an approved equal is requested, the bidder must demonstrate the equality of this product to the City to determine whether the bidder's product is or is not equal to that specified.
 - e. [Not Used.]
 - f. Requests for clarification and protest of specifications must be received by the City in writing, by 2:00 P.M. EASTERN TIME, AUGUST 2, 2019.

4. Section 1.0, C, 2, Schedule is replaced as follows:

The schedule for this procurement is:

Request for Proposals:	July 10, 2019
Questions and Requests for Approved Equals Due:	August 2, 2019 at 2:00 p.m. ET
Responses to Questions and Approved Equals:	August 10, 2019 at 2:00 p.m. ET
Proposal Opened:	September 10, 2019 at 2:00 p.m. ET
Contract Awarded:	ASAP pending approval

5. Section 2.14, Maintenance Agreement, is amended as follows:

The Contractor will include maintenance and support of the installed AFC/ITS systems for one (1) year from the date of system acceptance.

6. Section 2.26, Extended Farebox Warranty, is amended as follows:

Section 2.26 Extended Warranty and Maintenance Agreement

The Contractor shall propose a price for an option to extend the warranty and maintenance agreement on all equipment for a period of five (5) years from expiration of the base warranty. The optional extension warranty shall be composed of five one-year terms renewable at the end of each year.

DRAFT
Suggested Amendment to City of Pigeon Forge – ITS RFP

7. Section 3, Pricing, Options is amended as follows:

Section	Product	Comments	Qty	Unit Annual Cost	Unit Cost	Total Cost
2.24 2.26	Extended Warranty	Extend base warranty on a year-to-year basis for up to five (5) years (parts and shipping)	25	Annual Cost		
2.26 2.15	Extended Warranty and Maintenance Agreement	Extended warranty and maintenance agreement on a year-to-year basis for up to five (5) years.	5	Annual Cost		
2.24	Service Contract	Contract shall provide on-site support labor support	1	Annual Cost		