

## **AGENDA**

### **PRE-BID CONFERENCE REQUEST FOR PROPOSALS FOR MASS TRANSIT OPERATIONAL SERVICES FARGO, ND & MOORHEAD, MN**

**WEDNESDAY, SEPTEMBER 9, 2020 – 11:30 AM  
METRO TRANSIT GARAGE  
650 23<sup>RD</sup> ST N, FARGO, ND 58102**

1. Introductions
2. Contractor Presentations (Voluntary and limited to 10 minutes each)
3. Review of Contractor Selection Process
4. Response to “Requests for Clarifications and Modifications”
5. Questions and Answers
6. Tour of the Metro Transit Garage

## **MEETING MINUTES**

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1. Introductions

Introductions were made and the following individuals were present at the meeting:

Julie Bommelman, Fargo Transit Director  
Lori Van Beek, Moorhead Transit Manager  
Craig Thomas, National Express  
Maureen Gibboney, First Transit  
Julie Sellner, First Transit

Individuals attending meeting virtually:

Matthew Peterson, Fargo Asst. Transit Director  
Mary Frahm, Moorhead Accounting Technician  
Paul Buharin, First Transit  
Rick Pulido, National Express  
Phil Thomson, National Express  
Brit Stevens, NDSU  
Kevin Hanson, MAT Board Chair  
Tina Lainhart, Hallcon  
Thomas Dorger  
Kevin Massoth, Hallcon  
John Strand, Fargo City Commissioner  
Michael Redlinger, Fargo Asst. City Administrator  
Lisa Bode, Moorhead Governmental Affairs Director  
Michael Maddox, Metro COG Senior Transportation Planner  
Voni Vegar, MnDOT Grant Manager

2. Contractor Presentations (Voluntary and limited to 10 minutes each)

The following three companies made brief presentations: First Transit, National Express and Hallcon. The companies provided background information on their firm and their transit experience and qualifications.

3. Review of Contractor Selection Process

Julie Bommelman outlined the competitive procurement process and selection criteria from the RFP. She reviewed the evaluation process and read through the evaluation form contained in Appendix 8. She explained that the Evaluation Team consists of 10 people, including elected officials from Fargo and Moorhead, Transit staff, MAT Coordinating Board Members, college representatives and the Metropolitan Planning Organization (MPO). Proposers are prohibited from communicating with the Evaluation Team or elected officials and are to only communicate with the RFP Administrators – Julie Bommelman, Lori Van Beek and Matthew Peterson.

4. Response to “Requests for Clarifications”

The Cities response to vendor requests for clarification and any related documents are available today on the [www.matbus.com](http://www.matbus.com) website for vendors to access, along with Addendum #1 and #2. Those in attendance received paper copies. Addendum #3 will be issued shortly.

Bommelman distributed and reviewed in detail the questions asked by vendors and the Cities' response to requests for clarification.

Further clarification was provided on the following:

#24 – First Transit: The reference to dispatch errors when computing fines will be removed as dispatch staff will be Fargo employees as of 1/1/2021.

#3e – National Express: The answer provided was acceptable.

5. Questions and Answers

First Transit noted that the revenue hours in Appendix 13 were off about an hour per day in both Fargo and Moorhead from the current services levels. They asked whether there would be any anticipated changes to the level of services in 2021 and 2022. Van Beek responded they do not anticipate any changes in service level at this time. Appendix 13 will be reviewed and corrected as needed.

A question was raised about the reasoning behind the change in the contract term from three years plus two additional option years to a two-year plus three additional years. Bommelman explained that MATBUS is anticipating a move to a transit authority within this time period and needed the flexibility to be able to make any necessary changes. First Transit noted that fixed costs could be distributed over the terms of the contract, and might be higher because of the shorter term.

National Express asked about the current level of service in the Fargo-Moorhead area because of the COVID-19 outbreak. Van Beek stated that fixed route service is functioning at 100% with Paratransit running about 30% less than average.

First Transit asked if there was an option to submit additional questions after reviewing the responses to their requests for clarification. Staff determined that a brief time could be allocated in Addendum #3.

6. Tour of the Metro Transit Garage

A tour of the facility was given to interested attendees.

7. Tour of the Ground Transportation Center

Vendors were advised that the GTC transfer center downtown is currently under renovation with opening date of October 1, 2020.