ADDENDUM NO. 1 Covering
CLARIFICATIONS AND/OR CHANGES for
WSP USA INC RFP #12845.9 for VANPOOL LEASING SERVICES

DATE ISSUED: October 21, 2019
RFP NAME: Vanpool Leasing Services for the SunLine Vanpool Subsidy Program
PROCUREMENT ADMINISTRATOR: Christopher Park, WSP USA

INTENT

1) This addendum is issued in order to provide for clarifications and/or modifications to the above-referenced Request for Proposals (RFP), or provide additional information intended to clarify the procurement process. Acknowledgment of this addendum shall be made in the Proposal Letter (see the RFP, Page 3, Section 1.F Addenda) required as part of each proposers’ submittal. Failure to acknowledge all addenda to the subject RFP may render submittal as non-responsive.

2) WSP hereby modifies the RFP as follows (with underline/italics denotes an addition to the RFP and a strikethrough/italics denotes a deletion):
   a. On page 7, Section II.A.2.D.1, is amended to: “Vehicle acquisition and supply plan, in accordance with “Buy America” requirements;”
   b. On page 14, Attachment 1, Statement of Work, the 2nd sentence in the 3rd paragraph is amended to: “Vanpools must also be in compliance with the requirements stipulated in WSP’s Prime Agreement with SunLine, and all public transit rules, including the Federal Transit Administration’s (FTA) “Buy America” provisions, the Americans with Disabilities Act (ADA) provisions and be open to the general public.”
   a. On page 73, Attachment 5, the Buy America Certification – delete this entire page/form, as completion of the Buy America Certification form in Attachment 5, or throughout the contract period, is no longer required.

3) The sign-in sheet and agenda for the scheduled non-mandatory pre-proposal conference held on October 11, 2019 in support of the subject RFP, are included herein as Attachment ‘A’.

4) WSP’s responses to questions discussed at the non-mandatory pre-proposal conference held on October 11, 2019, as well as additional questions asked by Proposers by the October 11, 2019 deadline at 12:00 p.m., are included herein as Attachment ‘B’.

5) The proposal submittal deadline remains November 20, 2019 at 4:00 pm.

6) All other terms and conditions of the RFP will remain the same, including the remaining Federal requirements as presented in the RFP, in Attachment 5.

Issued by: [Signature]

Christopher Park, WSP USA
Pre-Proposal Conference
Request for Proposal (RFP) No. 12845.9
Vanpool Leasing Services
Friday October 11, 2019 at 1:00 p.m.

Physical Location of Conference: WSP Offices: 862 E. Hospitality Lane, Ste. 350, San Bernardino
To Participate via webX/conference Call: Contact Chris Park at cpark@sunline.org

Agenda

1. Welcome/Introductions
   - Chris Park
2. RFP Summary/Highlights
   - Michelle Kirkhoff
3. Project Overview/Scope of Services
   - Chris Park
4. Questions from Potential Proposers
   - Open Forum
5. Key RFP Dates
   - Chris Park

The Pre-Proposal Conference is NOT Mandatory. Upon written request to Mr. Park, Proposers may call in and participate in the Pre-Proposal Conference via conference calling/webX (contact Mr. Park to be provided the call in/website information).

Proposers are invited to submit written questions and submit those questions via email to Mr. Park, at any time, but prior to the 10/15/2019 by 12:00 p.m. deadline for requests for clarification.

All Proposers are advised that any exchange that takes place between Mr. Park and the WSP Team, and a potential Proposer during the pre-proposal conference (or at any time), do not qualify or amend the RFP. Only a formal addendum to the RFP shall modify, change or provide formal clarification of the RFP package. The RFP document shall govern if there are any conflicts between the information provided at the Pre-Proposal conference and the RFP.

Mr. Park will compile the discussion from the Pre-Proposal conference, along with responses to the formally submitted questions, and Mr. Park will respond and post the discussion/responses, along with a potential RFP amendment, online at https://SolVan.org/rfp, by no later than close of business on Tuesday October 22, 2019.
### WSP SOLVAN VANPOOL VEHICLE LEASING SERVICES
### PRE-PROPOSAL CONFERENCE SIGN-IN SHEET

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Company</th>
<th>Business Card or Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Holcomb</td>
<td>Commute 1/Enterprise</td>
<td>533 City Blvd, West Suite</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orange, CA 92868</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell: 626-828-9432</td>
</tr>
<tr>
<td>Leslie Graham</td>
<td>Green Commuter</td>
<td>949-252-9432</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Jason.B.Holcomb@ohi.com">Jason.B.Holcomb@ohi.com</a></td>
</tr>
<tr>
<td>on the phone -</td>
<td>AVR</td>
<td>310-703-3794</td>
</tr>
<tr>
<td>Leigh-Anne Kitch</td>
<td></td>
<td><a href="mailto:Leigh-Anne@airportvanrentals.com">Leigh-Anne@airportvanrentals.com</a></td>
</tr>
<tr>
<td>Tanya Licon</td>
<td>AVR</td>
<td>424-288-9483</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Tanya.Licon@airportvanrentals.com">Tanya.Licon@airportvanrentals.com</a></td>
</tr>
<tr>
<td></td>
<td>DBE: Yes No</td>
<td>DBE: Yes No</td>
</tr>
<tr>
<td></td>
<td>DBE: Yes No</td>
<td>DBE: Yes No</td>
</tr>
<tr>
<td></td>
<td>DBE: Yes No</td>
<td>DBE: Yes No</td>
</tr>
<tr>
<td></td>
<td>DBE: Yes No</td>
<td>DBE: Yes No</td>
</tr>
</tbody>
</table>
SUBJECT: ANSWERS TO PROPOSERS' QUESTIONS FOR REQUEST FOR PROPOSALS NO. 12845.9 FOR VANPOOL LEASING SERVICES FOR THE SUNLINE VANPOOL SUBSIDY PROGRAM

TO: All Proposers

REFERENCE:
(a) Subject RFP issued on October 2, 2019
(b) Non-Mandatory Pre-Proposal Conference Held on October 11, 2019 at WSP offices in San Bernardino

The following questions and associated responses were either asked at the non-mandatory Pre-Proposal Conference held on October 11, 2019, or were submitted to Mr. Park by potential proposers before the RFP deadline if 12:00 p.m. on October 15, 2019. These responses are offered by WSP to clarify the requirements set forth in the RFP package.

1. Question: Is there a goal for how many vanpools for this relaunch of a program?
   Response: Based on our experience over the past several years, WSP believes that 20 subsidized vanpools is a realistic target; however, WSP encourages the awarded Contractors to seek more, as the more the merrier!

2. Question: Who will be on the evaluation committee?
   Response: It is WSP’s discretion, and currently WSP anticipates it will be Debra Meier (or another WSP Program manager), Christopher Park and Michelle Kirkhoff.

3. Question: When will WSP announce the results of the RFP?
   Response: WSP will announce the recommended Contractor(s) by no later than December 16, 2019. We anticipate that all contracts will be fully executed and a notice to proceed issued a month after the award announcement, so by no later than January 15, 2020.

4. Question: Can our firm still email additional questions?
   Response: Yes. The RFP Section 1.E, states that questions must be submitted to Mr. Park via, in writing, by no later than October 15th, by 12:00 p.m.

5. Question: Our firm captures vanpool occupancy and other statistics. Can we provide the information that we capture, into your monthly reports, instead of having the vanpool groups report this information?
   Response: Due to the contractual relationships, WSP requires that the vanpool’s Leaseholder (the individual who signs a lease with their selected leasing vendor) be the individual to report directly into WSP’s reporting system, TransTrack.net. With that said, their leasing vendor may provide that information to the Leaseholder each month; however, it must be the Leaseholder to input that data into TransTrack, and not the Leasing Vendor.

6. Question: Does your reporting system allow for capturing kilowatt hours, for vanpools that are “fueled” by electricity?
   Response: We do not as of now, but WSP will work to update TransTrack.net to capture fuel and quantities for alternative fuel vehicles.
7. Question: With regards to the seats of the van, is a high-quality synthetic leather seat okay to substitute in lieu of a cloth seat?
   Response: Yes, as long as that is identified in your proposal.

8. Question: Can the invoice submittal date be by the 15th of the month instead of the 7th?
   Response: No.

9. Question: Buy America Certification: Will the Buy America be required on this contract? Does the vehicle need to show that its final assembly is in the US?
   Response: No. Per recent correspondence from SANDAG, we now have documentation where FHWA and Caltrans concurred that the Federal Buy America requirement does not apply to revenue vehicle leases (that are not leased to own). Therefore, WSP is waiving the Federal buy America requirement for this procurement. Be aware that Proposers must continue to comply with the other Federal requirements and forms that are included in the RFP.

10. Question: Is there a Waiver Opportunity for the Buy America in this RFP? The most common Minivan is built in Canada by the Chrysler Corporation.
    Response: Please refer to Question No. 9, as the Buy America is no longer a requirement for this subject RFP.