



ADDENDUM NO. 1

**REQUEST FOR PROPOSALS
FOR
LAW ENFORCEMENT SERVICES**

RFP NO.: 2017-S-12

Date Issued: June 22, 2017

INSTRUCTIONS:

- (1) PROPOSER is required to comply with this Addendum No. 1.
- (2) This Addendum No. 1 becomes a part of this Request for Proposals.
- (3) PROPOSER is required to acknowledge this Addendum No. 1 in the proper place on the Certification and Statement of Qualifications form.
- (4) For additional information, please contact Sherrié Clay, Procurement Administrator or Anna Hinojosa, Director of Procurement at (361) 289-2712.

This Addendum No. 1 is issued to make the following changes and clarifications on RFP No. 2017-S-12:

1. The Corpus Christi Regional Transportation Authority (CCRTA) has revised Appendix A Price Schedule as follows:

Current:

APPENDIX A
PRICE SCHEDULE

RFP No.: 2017-S-12

PROPOSER _____

INSTRUCTIONS:

- (1) Refer to "Instructions to Proposers" and quote your best price.
- (2) This is a three-year base contract with one two-year option.
- (3) PROPOSERS must complete all information requested.
- (4) Submit a signed original of this Price Schedule, **sealed in a separate envelope**, along with your proposal to the CCRTA Staples Street Center, Attn: Contracts Department at 602 N. Staples Street, Corpus Christi, Texas 78401. On the outside of the envelope include your company name and the information as stated in the "Instructions to Proposers", Section 5, "Submission of Proposals".
- (5) Proposal due date: July 17, 2017 by 3:00PM (CST).

THREE YEAR – BASE BID

Estimated Annual Hours 19,470 (a)					
Description	Location	Year 1 (b) Rate per hour	Year 2 (c) Rate per hour	Year 3 (d) Rate per hour	Law Enforcement Officers Three Year Base Total
Law Enforcement Officers	All CCRTA Transfer Stations and Properties	\$ _____	\$ _____	\$ _____	
19,470 estimated hours (a) multiplied by rate per hour		a*b = \$ _____	a*c = \$ _____	a*d = \$ _____	\$
Coordinator Fee	All CCRTA Transfer Stations and Properties	\$ _____	\$ _____	\$ _____	Coordinators Fee Three Year Base Total
19,470 estimated hours (a) multiplied by rate per hour		a*b = \$ _____	a*c = \$ _____	a*d = \$ _____	\$
Grand Total					

APPENDIX A

PRICE SCHEDULE CONTINUED

ONE TWO-YEAR OPTION

Estimated Annual Hours 19,470 (a)				
Description	Location	Year 4 (b) Rate per hour	Year 5 (c) Rate per hour	
Law Enforcement Officers	All CCRTA Transfer Stations and Properties	\$ _____	\$ _____	Law Enforcement Officers Two Year Option Total
19,470 estimated hours (a) multiplied by rate per hour		a*b = \$ _____	a*c = \$ _____	
Coordinator Fee	All CCRTA Transfer Stations and Properties	\$ _____	\$ _____	Coordinators Fee Two Year Option Total
19,470 estimated hours (a) multiplied by rate per hour		a*b = \$ _____	a*c = \$ _____	
Grand Total				

SIGNED BY: _____ TITLE: _____

PRINT: _____ DATE: _____

Revised:

**REVISED
APPENDIX A**

PRICE SCHEDULE

RFP No.: 2017-S-12

PROPOSER _____

INSTRUCTIONS:

- (1) Refer to "Instructions to Proposers" and quote your best price.
- (2) This is a three-year base contract with one two-year option.
- (3) PROPOSERS must complete all information requested.
- (4) Submit a signed original of this Price Schedule, **sealed in a separate envelope**, along with your proposal to the CCRTA Staples Street Center, Attn: Contracts Department at 602 N. Staples Street, Corpus Christi, Texas 78401. On the outside of the envelope include your company name and the information as stated in the "Instructions to Proposers", Section 5, "Submission of Proposals".
- (5) Proposal due date: July 17, 2017 by 3:00PM (CST).

THREE YEAR – BASE BID

Estimated Law Enforcement Annual Hours 19,470 (a) (paid bi-weekly)					
Description	Location	Year 1 (b) Rate per hour	Year 2 (c) Rate per hour	Year 3 (d) Rate per hour	
Law Enforcement Officers	All CCRTA Transfer Stations and Properties	\$ _____	\$ _____	\$ _____	Law Enforcement Officers Three Year Base Total
19,470 estimated hours (a) multiplied by rate per hour		a*b = \$ _____	a*c = \$ _____	a*d = \$ _____	\$
Coordinator Annual Fee (paid bi-weekly)					
Description	Location	Year 1 Fee	Year 2 Fee	Year 3 Fee	
Coordinator	All CCRTA Transfer Stations and Properties	\$ _____	\$ _____	\$ _____	Coordinators Fee Three Year Base Total
Three Year – Base Bid Grand Total					\$

**REVISED
APPENDIX A**

PRICE SCHEDULE CONTINUED

ONE TWO-YEAR OPTION

Estimated Law Enforcement Annual Hours 19,470 (a) (paid bi-weekly)				
Description	Location	Year 4 (b) Rate per hour	Year 5 (c) Rate per hour	
Law Enforcement Officers	All CCRTA Transfer Stations and Properties	\$ _____	\$ _____	Law Enforcement Officers Two Year Option Total
19,470 estimated hours (a) multiplied by rate per hour		a*b = \$ _____	a*c = \$ _____	\$
Coordinator Annual Fee (paid bi-weekly)				
Description	Location	Year 4 Fee	Year 5 Fee	
Coordinator	All CCRTA Transfer Stations and Properties	\$ _____	\$ _____	Coordinators Fee Two Year Option Total
Two Year Option Grand Total				\$

SIGNED BY: _____ TITLE: _____

PRINT: _____ DATE: _____

2. The CCRTA has revised Section 1.1 Introduction and Scope and 1.2 Proposal Contents and Format of the Special Instructions to include “Training” as follows:

Current:

1.1 Introduction and Scope

The Corpus Christi Regional Transportation Authority, hereinafter referred to as the “CCRTA”, is seeking proposals from qualified and experienced individuals interested in providing Law Enforcement Coordinator services. Proposers, which have relevant experience, are invited to complete and submit proposals. This is a three-year service contract with one two-year option.

To enhance comparability, proposal elements must be addressed in the informational sequence noted below:

- Cover Letter,
- Approach and Work Plan,
- Qualifications and References,
- Experience,
- Certification Forms, and
- Price Schedule (submitted in a separately sealed envelope).

Proposers must submit (1) original and five (5) hard copies of their proposal, which must be concise and straightforward, and one (1) electronic version of the proposal in PDF format supplied on a USB Flash Drive.

All proposals must be submitted before the deadline in the solicitation and addressed with the information as noted in the “Instructions to Proposers” section 5. The proposal contents shall include the following:

1.1 Proposal Contents and Format

The contents of the proposal shall include the following:

1.1.1 Cover Letter

Include appropriate introductory and contact information, including the name of the firm's principal liaison.

1.1.2 Approach and Work Plan

Proposer must include a detailed work plan outlining all of the specific tasks that will need to be undertaken and the procedures that will be used to accomplish the Scope of Work. Please indicate the manpower that will be used in providing this service.

1.1.3 Qualifications and References

Proposer must detail qualifications of firm in performing this type of work and provide references using (Appendix F).

1.1.4 Experience

Proposal - Proposer must submit any information appropriate to the RFP necessary to establish qualifications and experience (i.e.; references with contact name and telephone number).

Personnel - Proposer must include detailed work experience and number of specific personnel who will be directly involved ("hands-on" personnel) with this project and identify the proposed project manager.

1.1.5 Certification Forms (Appendix B through F)

1.1.6 Price Schedule (Sealed Separately)

Proposer must submit the Price Schedule with its proposal. All costs to be incurred and billed to the CCRTA will be firm and included in this Schedule. (Failure to complete and return this section will be cause for rejection of this proposal as non-responsive.) Price Schedule must be submitted in a separately sealed envelope.

Revised:

1.1 Introduction and Scope

The Corpus Christi Regional Transportation Authority, hereinafter referred to as the “CCRTA”, is seeking proposals from qualified and experienced individuals interested in providing Law Enforcement Coordinator services. Proposers, which have relevant experience, are invited to complete and submit proposals. This is a three-year service contract with one two-year option.

To enhance comparability, proposal elements must be addressed in the informational sequence noted below:

- Cover Letter,
- Approach and Work Plan,
- Qualifications and References,
- Experience,
- **Training,**
- Certification Forms, and
- Price Schedule (submitted in a separately sealed envelope).

Proposers must submit (1) original and five (5) hard copies of their proposal, which must be concise and straightforward, and one (1) electronic version of the proposal in PDF format supplied on a USB Flash Drive.

All proposals must be submitted before the deadline in the solicitation and addressed with the information as noted in the “Instructions to Proposers” section 5. The proposal contents shall include the following:

1.2 Proposal Contents and Format

The contents of the proposal shall include the following:

1.2.1 Cover Letter

Include appropriate introductory and contact information, including the name of the firm's principal liaison.

1.2.2 Approach and Work Plan

Proposer must include a detailed work plan outlining all of the specific tasks that will need to be undertaken and the procedures that will be used to accomplish the Scope of Work. Please indicate the manpower that will be used in providing this service.

1.2.3 Qualifications and References

Proposer must detail qualifications of firm in performing this type of work and provide references using (Appendix F).

1.2.4 Experience

Proposal - Proposer must submit any information appropriate to the RFP necessary to establish qualifications and experience (i.e.; references with contact name and telephone number).

Personnel - Proposer must include detailed work experience and number of specific personnel who will be directly involved ("hands-on" personnel) with this project and identify the proposed project manager.

1.2.5 Training

Describe any specialized training that would be beneficial to the contract.

1.2.6 Certification Forms (Appendix B through F)

1.2.7 Price Schedule (Sealed Separately)

Proposer must submit the Price Schedule with its proposal. All costs to be incurred and billed to the CCRTA will be firm and included in this Schedule. (Failure to complete and return this section will be cause for rejection of this proposal as non-responsive.) Price Schedule must be submitted in a separately sealed envelope.

3. The CCRTA will not require a DUNS number for this RFP.
4. The CCRTA has issued a new (Appendix H) Proposal Submission Checklist as follows:

APPENDIX H

PROPOSAL SUBMISSION CHECKLIST

In order for your proposal to be deemed as responsive to the requirements of the RFP, please use the checklist below to be sure that your proposal package includes all required documents.

Proposal Documents Required	Check
Proposals MUST BE submitted in the following format:	
1. Cover Letter	
2. Approach and Work Plan	
3. Qualifications and References	
4. Experience	
5. Training	
6. Certification Forms (Appendixes B through F)	
7. Price Schedule (Sealed in a Separately Sealed Envelope)	
8. Proposal Submission Checklist (Appendix H)	
Proposals MUST include the following:	
One Original Proposal	
Five hard copies of Proposal	
One Electronic copy on a USB Flash Drive	
Price Schedule (Appendix A) – 1 original sealed in a separate envelope NO OTHER COPIES ARE TO BE SUBMITTED. DO NOT INCLUDE A COPY ENCLOSED WITH YOUR PROPOSAL.	
- Price Schedule (Appendix A) Proposer must:	
1. List the Proposer's Name	
2. Complete the Price Schedule – Three Year – Base Bid	
3. Complete the Price Schedule – One Two-Year Option	
4. Sign, Print, Date and Provide Title on Price Schedule (Appendix A)	
Certification Form (Appendix B) – Sign, Print, Date and list Title	

Certification and Statement of Qualifications (Appendix C)	
- Certification and Statement of Qualifications (Appendix C) Proposer must:	
1. Sign	
2. Print Name	
3. Title and Date	
4. Firm Name	
5. Business address: Street, City, State and Zip - or (<i>Home</i>)	
6. Office and fax telephone numbers - or (<i>Cell or Home</i>)	
7. Email address	
8. Firm owner and Firm CEO	
9. Taxpayer Identification Number – or (<i>Social Security Number</i>)	
10. Number of year in contracting business under present name	
11. Type of work performed by your company	
12. Have you ever failed to complete any work awarded to you?	
13. Have you ever defaulted on a Contract?	
14. Taxpayer ID# and Date Organized – or (<i>Social Security Number</i>)	
15. Date Incorporated	
16. Is your firm considered a disadvantaged business enterprise (DBE)?	
17. If you answered yes to the DBE question, explain type.	
18. Addenda Acknowledgement – write in each addendum issued (<i>i.e. Addendum No. 1, 2, and 3</i>)	
Disclosure of Interest Certification (Appendix D)	
- Disclosure of Interest Certification (Appendix D) the Proposer must:	
1. Firm Name	
2. Street, City, Zip	
3. Identify your Firm by circling one of 1-4 or provide other in 5	
4. If there is a conflict of interest in the Disclosure Questions, then provide the name of the individual, job title and department or board, commission or committee.	
5. If there is not conflict then move to the Certificate section and Print, list Title, Sign and Date	

Accessibility Policy (Appendix E) – Sign, List Company, Position, and Date	
References (Appendix F)	
- References (Appendix F) the Proposer must:	
1. List 3 similar projects which he/she has completed within the last five years that satisfactorily met the client’s specification	
2. List three that did not satisfactorily meet the client’s specifications	
3. Provide a list of contracts that the firm currently has in process.	
Request for Information Form (Appendix G) – include any RFIs in which your firm submitted.	
Proposal Submission Checklist (Appendix H) – Please use this checklist to ensure you have enclosed all required documents.	