

TO: All Tenderers

FROM: City of Langford

DATE: January 17, 2024

PROJECT: Shared E-Bike and E-Scooter Pilot Program RFP

ADDENDUM NO: 01

1 PRECEDENCE

This addendum shall form an integral part of the Work. This Addendum shall take precedence over all requirements of the Request for Proposal Documents with which it may prove to be at variance unless otherwise qualified by the City of Langford.

2 PURPOSE

1. This addendum provides additional information regarding the question period and closing date of the Request for Proposal to the bidders.
2. This addendum is in response to questions received.

3 INSTRUCTIONS

1. Updates to significant dates
The City is extending the question period until January 23rd, 2025, and the closing date to January 30th, 2025.
2. Questions
 - a. **Is the City open to an extension of the proposal deadline?**

Yes, the City is extending the question period until January 23rd, 2025, and the closing date to January 30th, 2025.
 - b. **We noted there are three sets of questions in the RFP document. Can you confirm which of the following we should respond to in our submission?**

- **Section 5. Deliverables and Objectives:** there are several questions in here, in addition to program objectives listed
- **Section 9.2 Proposal Format:** there are eight numbered questions here
- **Section 10. Evaluation Process:** the scoring includes questions on topics that are not covered by the questions in Section 9.2 (for example, a communications/consultation plan)

Please follow the proposal format laid out in Section 9 and address all evaluation requirements under Section 10, and any other requirements through the document, including but not limited to, Section 5.

- c. Can the City disclose who is on the evaluation panel? What departments or entities do they represent?**

The evaluation panel will consist of City staff only and from a minimum of two departments.

- d. How do you intend to notify bidders of the City's decision? Will both the selected operator(s) and those not selected be notified at the same time? If so, how?**

The City will email the successful bidder. Once the contract has been signed, the City will notify all the unsuccessful bidders.

- e. How will the proposed parking corral fee be evaluated? Will higher proposed fees be awarded more points?**

Fees will be weighed against the added benefits in the Approach, Methodology, and Added Benefits evaluation section. Higher corral fees will not be awarded more points, as fees are not part of our evaluation criteria.

- f. How will the proposed user rates and discounts be evaluated? Will lower proposed rates be awarded more points?**

Yes, as this could be considered a community benefit. Any added benefits will be taken into consideration under 10.2 Approach, Methodology, and Added Benefits.

- g. How will the City handle abnormally high parking corral fees or abnormally low user rates, which represent financially unsustainable commitments?**

The long term success and viability of the program is important to the City.

- h. What consideration has been given to ensuring respondents do not over-promise significant corral fees to increase their chance of success, but are unable to deliver on their financial commitments?**

Higher corral fees will not be awarded more points as fees are not part of the evaluation criteria.

- i. Does the City anticipate a period of contract negotiation after award?**

The City intends on executing the Licence Agreement as expediently as possible so the program can be launched this spring 2025.

- j. Does the City intend to select a single micromobility operator, or multiple operators?**

At this time, a single micromobility operator will be selected.

- k. The requirements specify that the mode split must not fall below 75:25. Could the City clarify whether this refers to scooters-to-bikes, bikes-to-scooters, or if the specific mode allocation is flexible as long as the ratio is maintained?**

The mode allocation can be either scooters or bikes, as long as the ratio is maintained, and based on demand.

- l. Are you looking specifically for the scooters and bikes? or would you consider smart bike lockers for secure storage?**

The City is not interested in smart bike lockers for secure storage at this time. The program will have geofenced corrals only.

