



The Woodlands Township

Request for Proposals The Woodlands Express Service Operations Contract No. C-2024-0316

Addendum #1

April 18, 2024

Note: This Addendum must be included as part of the proposal documents.

Included in this addendum:

1. Definition of "Revenue Hour"
2. Updated Scope of work – Township versus Operator-Owned Buses
3. Revised Pricing Proposal Sheet
 - Revised number of revenue hours
 - Contract Operator-Owned Bus Rate (Turnkey)
 - Rodeo Express Rate – Weekend and weekday rates
 - Community Outreach Event Participation
4. Extended Deadline for Questions & Deviations, and Submittal
5. Questions and Answers from the Pre-Proposal Meeting

RESPONSES/ADDITIONS:

1. "Revenue Hour" for this contract is defined as the cumulative time between the time of the first stop and the time of the last stop on each run.
2. Updated Scope of Work. See below.

SCOPE OF SERVICES – Page 7 of the RFP

The Woodlands Express service provides commuter bus services from three park-and-rides in The Woodlands Township to destinations within the City of Houston. The four routes include service to the following locations:

- *Downtown Houston Route*
- *Medical Center Route-Includes the Museum District*
- *Greenway Plaza Route*
- *Energy Corridor District Route (in year 3 of a three-year pilot)*
- *Houston Livestock Show and Rodeo and Pre-Rodeo Cookoff Service (Feb/Mar)*
- *Other potential services (TBD)*
- *Community Outreach Event Participation (TBD)*

The three park and ride locations are at the following locations:

- *Research Forest Park & Ride*
 - *3900 Marsico Place, Spring, TX 77380*
- *Sterling Ridge Park & Ride*

- 8001 McBeth Way, The Woodlands, TX 77382
- Sawdust Park & Ride
 - 701 Westridge Road, The Woodlands, TX 77380

Starting in May 2025, the Contractor will operate The Woodlands Express Service as listed in the schedules provided in Exhibit A, Monday through Friday excluding Township holidays. The Township will contract for approximately 21,200 revenue hours per year for the service with the option of up to 16,500 additional revenue hours per year.

The contract will encapsulate the operations of the commuter bus service, the storage of the vehicles, and the maintenance of the vehicles. Due to new additional routes, the Township is now close to using its full fleet in peak service. This might cause the Contractor to need to use more than the 25 vehicles provided by the Township. As such, Proposers will also propose a full turnkey revenue hour rate. This contract will be an hourly fee for the operations of the vehicles provided by the Township, an hourly fee for the operations of a Contractor-owned vehicle, and a monthly flat fee for maintenance and administrative costs associated with the commuter service.

The contractor will propose costs for the first five (5) years of the contract. The rates set forth in the contract shall be subject to annual escalation at a rate not to exceed three percent (3%) for each year before 2030. In the event this Contract is extended beyond the Initial Term, the Township, and the Contractor agree to negotiate in good faith rate adjustments, if necessary and appropriate, for any Subsequent Term.

The Township will furnish the Contractor with twenty-five (25) D4500 model commuter coaches manufactured by Motor Coach Industries, Inc. (MCI). These vehicles were manufactured in 2015. In 2023, the Township received funding to replace these vehicles within the base contract. The vehicle replacement is expected to be procured in 2024 with vehicles put into service in 2026, 2027, and 2028.

The Contractor shall have sufficient spare vehicles available in the cases where the Township vehicles are out-of-service pending body or other repairs; vehicles are out-of-service pending disposal; or the vehicles are not able to be put into service due to a mechanical, wheelchair lift, or HVAC or safety item failure. The Contractor-owned vehicles must have a similar seating capacity as the Township-owned vehicles as well as similar amenities, such as Wi-Fi service and on-vehicle bathroom.

The Township will contract the operations service for a minimum contract term of five (5) years with five (5) one (1) year contract extension options. The maximum term of the contract with extension is ten (10) years.

3. New Pricing Proposal Sheet - See attachment
4. Extended Deadline for Questions & Deviations, and Submittal
 - a. Questions & Deviations – May 10, 2024
 - b. Township Responses – May 17, 2024
 - c. Submittals - May 31, 2024
5. Questions from the Pre-Proposal Meeting -
 - a. Clarification on the facility needs. RFP asks for a facility that can accommodate 35 vehicles, but the Township only has 25 vehicles.
 - i. Township currently has 25 vehicles, but the new vehicle purchase may cause there to be a larger number of vehicles in the fleet in the future. Also, the Contractor may need to furnish additional vehicles to accommodate the commuter bus schedule.
 - b. Is there a Township-based staging areas downtown?
 - i. No. Township does not currently have a set staging area downtown. Contractor could potentially work with Houston METRO to set up those areas.
 - c. What is the Township's definition of "Revenue Hours"?
 - i. "Revenue Hour" for this contract is defined as the cumulative time between the time of the

- first stop and the time of the last stop on each run.
- d. Can there be different pricing for the Rodeo service?
- i. See updated pricing sheet attached.

This Addendum must be Signed & Returned with your submittal.

Signature

Name (please print)

Date

Company

Exhibit C – Updated Pricing Proposal

“Revenue Hour” for this contract is defined as the cumulative time between the time of the first stop and the time of the last stop on each run.

Flat fee should include all costs associated with the administration and maintenance of the service including any routine training, maintenance, administrative overhead, and reporting.

INITIAL SERVICE PRICING

1a. Pricing, Base Period, Operational Revenue Hours – Township-Owned Vehicles

Year	Item Description	Estimated Quantity – Annual Hours	Unit Price per Hour	Extended Annual Price Estimate
1	Variable Revenue Hour	21,200		
2	Variable Revenue Hour	21,200		
3	Variable Revenue Hour	21,200		
4	Variable Revenue Hour	21,200		
5	Variable Revenue Hour	21,200		
Total Price Base Period				

1b. Pricing, Base Period, Operational Revenue Hours – Contractor-Owned Vehicles (Estimated)

Year	Item Description	Estimated Quantity – Annual Hours	Unit Price per Hour	Extended Annual Price Estimate
1	Variable Revenue Hour	1,500		
2	Variable Revenue Hour	1,500		
3	Variable Revenue Hour	1,500		
4	Variable Revenue Hour	1,500		
5	Variable Revenue Hour	1,500		
Total Price Base Period				

1c. Pricing, Base Period, Rodeo Service Hours

Year	Item Description	Estimated Quantity – Annual Hours	Unit Price per Hour	Extended Annual Price Estimate
1	Variable Revenue Hour	950		
2	Variable Revenue Hour	950		
3	Variable Revenue Hour	950		
4	Variable Revenue Hour	950		
5	Variable Revenue Hour	950		
Total Price Base Period				

1d. Pricing, Base Period, Community Outreach Event Participation –An event includes bringing one driver and one Township bus to community events for program outreach; interaction between driver and attendees expected; events typically last 3-6 hours and are held mainly on weekends with potential for a weekday event.

Year	Item Description	Estimated Quantity – Annual Hours	Unit Price per Hour	Extended Annual Price Estimate
1	Variable Revenue Hour	25		
2	Variable Revenue Hour	25		
3	Variable Revenue Hour	25		
4	Variable Revenue Hour	25		
5	Variable Revenue Hour	25		
Total Price Base Period				

2. Monthly Cost, Maintenance and Administrative Costs

Year	Item Description	Monthly Price	Extended Price
1	Flat fee, Maintenance and Administrative Cost		
2	Flat fee, Maintenance and Administrative Cost		
3	Flat fee, Maintenance and Administrative Cost		
4	Flat fee, Maintenance and Administrative Cost		
5	Flat fee, Maintenance and Administrative Cost		

The rates set forth in the contract shall be subject to annual escalation at a rate not to exceed three percent (3%) for each year prior to 2030. In the event this Contract is extended beyond the Initial Term, the Township, and the Contractor agree to negotiate in good faith rate adjustments, if necessary and appropriate, for any Subsequent Term.

3. Pricing, Optional Hours, Operational Revenue Hours – Township-Initiated

Year	Item Description	Estimated Quantity – Annual Hours	Unit Price per Hour	Extended Annual Price Estimate
1	Variable Revenue Hour	16,500		
2	Variable Revenue Hour	16,500		
3	Variable Revenue Hour	16,500		
4	Variable Revenue Hour	16,500		
5	Variable Revenue Hour	16,500		
Total Price Optional Revenue Hours				

