

City of DeKalb Public Transit Division

REQUEST FOR PROPOSALS
RFP# CDPT2025-03 ADDENDUM 1
Transit Service Provider for Fixed Route,
ADA Paratransit, and Dial-A-Ride Services

June 30, 2025

This Addendum forms a part of the Request for Proposals (“RFP”) Document(s) and modifies the original Documents as noted below. All other areas of the RFP not changed or otherwise modified by this Addendum shall remain in full force and effect. Proposers shall acknowledge receipt of this Addendum as part of your proposal and incorporate this Addendum into the Statement of Work (“SOW”) and solicitation as if it were issued in the original RFP. Failure to do so may be sufficient cause to reject the Proposal.

RFP Questions

Proposal Question 6/5/2025

Date clarification – In reference to RFP CDPT2025-03 for Transit Provider of Fixed Route, ADA Paratransit and Dial-a-Rider Services, could you please confirm the following dates on the RFP schedule:

- Questions due June 25
- Mandatory pre-bid conference June 27 (after questions?)
- Proposal due date July 9

City Response: These dates are correct. Having vendor-submitted questions received by June 25 allows for any required verbal clarification to be presented during the pre-bid conference meeting.

Additional Clarification: Proposal due date listed in the vendor’s question above is incorrect. Proposals are due July 8, 2025.

Proposal Question 6/24/25

- Please confirm if a performance bond is required for this project? RFP notes requirements for construction bids in excess of \$100,000 – however, since this procurement is not construction related are there any bonding requirements?

City Response: The City requires a performance bond for this contract. The PROPOSER will be required to obtain a performance bond to protect the City's interest.

- The RFP states that the City will be implementing a City-owned software package in the near future but also notes proposer may be required to provide these technologies until this is implemented. Based on this:
 - Should bidders include the cost of providing any fixed route or paratransit software within their bids? If so, for what period of time?

City Response: The City will accept a separate cost addendum for the fixed and/or paratransit software packages. The City does not foresee this being for a period not to exceed one year. The funds for this software are provided through an Illinois DOT grant, which requires that agency's concurrences prior to the award. Due to this factor, the timeframe will be reliant on IDOT and not the City.

- Would the City consider allowing bidders to pass through the costs of any provided software for the time period it is required rather than including as part of our price proposal?

City Response: No

- Please confirm what hardware will be provided by the City as part of the new technology offerings. Will contractor be required to provide any on-board hardware for either fixed route or paratransit buses?

City Response: The contractor is being asked to provide an MDT solution for vehicle hardware (tablet and holder with power hook up) for both fixed route and paratransit services. The MDT solution should include AVL/GPS capabilities.

As discussed in the RFP, this is an interim solution while the City works through our ITS procurement process for fixed route and paratransit / microtransit systems with Illinois DOT.

- Can the City provide an anticipated timeline for completion and contractor occupancy of the City provided operations and maintenance facility?

City Response: The City anticipates a mid-2027 opening for the facility. That timeline is dependent on the completion of an ongoing NEPA process and award of additional federal funding to address funding gaps.



- Once the City provided operations and maintenance facility is complete – is the City intending to provide all shop equipment for maintenance operations? Please provide additional detail on what shop tooling the contractor will be expected to provide within the City owned facility.

City Response: The City is looking at providing or acquiring shop equipment that can be utilized with the new building for the contracted service provider at the time of completion. The City may negotiate with the selected provider on transferring existing maintenance equipment assets to the City at a fair market value subject to Federal Transit Administration regulations on Purchase of Used Equipment.

- The RFP references City provided tablet-based radios – please confirm these will be available at the start of the new contract and that bidders should not include costs for providing radio communication as part of their bid?

City Response: The City is working with the current vendor to mount the tablet-based radios. These would be moved and installed into the new fleet based on the chosen vendor's vehicle inventory. Bidders will not need to include a radio communication system as part of their bid package.

- Would the City waive the requirement to provide certified copies of all insurance policies? Insurance policies can contain confidential information and providing those policies to the City could result in them being released to the public via a FOIA request.

City Response: No. This is a requirement by state and federal cognizant oversight agencies, as well as the City of DeKalb. However, a Certificate of Liability Insurance that confirms policy holder name, effective date, policy limits, type of coverage, and listing the City of DeKalb as an additional insured is acceptable.

- Would the City waive the \$5,000 deductible requirement for Comprehensive and Collision coverage? Larger transit organizations are unable to secure such low deductibles due to the size and value of the overall fleet.

City Response: The City is willing to waive the deductible requirement provided the proposer is able to demonstrate financial capacity to address Comprehensive and Collision claims.

- Would the City accept a detailed Table of Contents for the Technical Proposal in lieu of completing the form included within Exhibit 4?

City Response: The City expects the Exhibit 4 form completed by all proposers to ensure that all points listed have been addressed in each vendor's proposal.

- Is there a specific DBE goal for this contract? If there is not, please confirm that bidders are not be required to conduct good faith effort search for DBE vendors.

City Response: Current City DBE goal is 3.95% (Page 3 of DBE Goals 2025-2027 located [here](https://www.cityofdekalb.com/DocumentCenter/View/18881/DBE-) (<https://www.cityofdekalb.com/DocumentCenter/View/18881/DBE->



Goals-2025-2027). All efforts must be made to adhere to the policy to help the City achieve its DBE goal and ensure timely payments to all subcontractors.

- RFP states: “The selected PROPOSER shall hire an Auditor to perform their annual audit of their organization as it relates to this agreement and provide a copy to the CITY” – this is not required in the current contract, would this City consider waving this requirement in the new contract? Or alternatively accepting audited financial statements for the company as a whole rather than an outside audit of our specific operations in DeKalb?

City Response: The city would accept audited financial statements for the company as a whole. The City, however, reserves the right to request a deeper financial auditing of the service provider’s DeKalb program for purposes of program oversight as required by the Federal Transit Administration and the Illinois Department of Transportation.

- Please provide definition for billable hour for both fixed route and paratransit / demand response services. Is this gate to gate, or from first pickup/time point to last drop / time point?

City Response: The billable time is from first pickup / first timepoint to the last drop off / last timepoint

Proposal Question 6/26/25

- Will the City of DeKalb consider independent contractors rather than only dedicated service providers?

City Response: No. The RFP is for one dedicated service provider.

- What percentage of service requires Wheelchair Accessible Vehicles (WAV)?

City Response: All vehicles made available for this service must be ADA accessible.

- What is the average trip distance for trips? WAV?

City Response: Average PMT for Fixed Route is 2.1 Miles, Average PMT for Paratransit is 4.7 Miles. The City does not distinguish between Wheelchair Accessible Trips. All public transit vehicles are ADA accessible

- Can toll expenses be structured as a pass-through cost to the City of DeKalb?

City Response: Yes

- Can the City of DeKalb provide performance data for the previous 12 months?

City Response: See Exhibit 1



- What city-owned software package will be implemented for the start of this program? What version will be used? Are there any costs associated with ongoing maintenance or integration? If so, who will cover those costs?

City Response: The City is currently in an RFP process to procure both Fixed Route and Paratransit / Microtransit software. That process requires Illinois DOT concurrence, which is extending the procurement timeline. The Contractor is expected to provide an interim solution until the City solution is implemented (See page 15-16 of RFP CDPT2025-03...Current Conditions)

- Can the City of DeKalb describe the fare tickets and vouchers, are they serialized? Can the City of DeKalb provide a sample of these tickets?

City Response:
FIXED ROUTE FARES

PASSENGER TYPE - ALL ROUTES	FARE - ALL ROUTES
Adult	0.50¢
Senior/Disabled*	0.25¢
NIU OneCard Holder	Free
K - 12 Students	0.25¢
Children (5 Years & Younger)	Free
Transfers	Free w/Fare Payment
Paratransit (On-Demand Service)	\$1.00

**Acceptable forms of proof of Seniors/Disabled rider: Valid Driver's License/State ID, Medicaid / Medicare Card*

PARATRANSIT FARES

ADA Paratransit Service Fares

Passenger Type	Service Type	Fare Amount (One-Way)
Individual with Disability	ADA Paratransit (door-to-door)	\$1.00

Non-ADA Demand Response Services for Elderly/Disabled Fares

Passenger Type	Service Type	Fare Amount (One-Way)
Elderly/Disabled	Non-ADA Door-to-Door	\$1.00

Non-ADA Demand Response Service for General Public Fares

Passenger Type	Service Type	Fare Amount (One Way)
General Public	Non-ADA Door-to-Door	\$5.00

Non-Emergency Medical Transportation (NEMT) Fares

Passenger Type	Service Type	Fare Amount (One Way)
Individual with a Disability	NEMT	\$7.50
Senior Citizen	NEMT	\$7.50
General Public	NEMT	\$15.00

The City of DeKalb Transit has partnered with Token Transit to offer purchase of digital fare(s) via online or smart phones for riders of the City of DeKalb Transit /



Huskie Line to save until they are ready to board the bus. The above fares for both Fixed Route and Paratransit are available via the online or smart phone application also.

- What are the City of DeKalb's biggest areas of opportunity with this current service? What is the City of DeKalb hoping to improve upon in the next contract?

City Response: The City has had a strong relationship with the current local vendor team, implementing a number of service changes based on feedback from drivers and management staff. The City is looking to continue that active partnership type of relationship with whichever vendor is selected for the RFP.

Main area for improvement is better OTP for fixed route services, but an improved ITS software that includes real time GTFS tracking will improve the ability to monitor and address OTP.

- After the City of DeKalb responds to vendors questions in procurement is there an opportunity to ask clarifying follow up questions?

City Response: No

- Can the City of DeKalb make the prices and terms under this Agreement available to any other governmental entity, should any such governmental entity desire to purchase under the terms and conditions of this Agreement?

City Response: This is immaterial. The agreement is for contracted transit services between one service provider and the City of DeKalb. There will be no subrecipient governmental entities involved.

- What is your late cancellation/no-show policy?

City Response: If the services are canceled two (2) hours prior to the scheduled pick-up time, the customer will not be charged with a "no show".

- Is there a specific DBE goal for this RFP?

City Response: Current City DBE goal is 3.95% (Page 3 of DBE Goals 2025-2027 located [here](https://www.cityofdekalb.com/DocumentCenter/View/18881/DBE-Goals-2025-2027) (<https://www.cityofdekalb.com/DocumentCenter/View/18881/DBE-Goals-2025-2027>)). All efforts must be made to adhere to the policy to help the City achieve its DBE goal and ensure timely payments to all subcontractors.

- Is there any way you can elaborate more on the fleet section of the RFP concerning the age of the fleet and the waiver?

City Response: Based on discussions with Gillig, LLC, City staff recognize the market for used 35 ft buses is challenging. Additionally, the City is in the process of procuring replacement Fixed Route buses.

As of June 2025, the City has five (5) Gillig Lowfloor diesel buses and one (1) Gillig Lowfloor hybrid diesel-electric buses on order with a Q2 2026 delivery



schedule anticipated. Additionally, the City has budgeted procurement of an additional two (2) 35-ft. Gillig diesel Lowfloor buses using FTA 5307 Urbanized Area formula funding, with an early 2027 delivery planned pending FTA approval. Further, City staff are working actively to apply for additional bus funding through the FTA 5339 bus program and a planned IDOT downstate capital program.

Due to these factors, the City would prefer to have no buses older than 20 years by the end of a potential five-year life of an agreement (three years plus two extension years). In practical terms, this would mean 2009 and older buses should be retired by the end of the agreement as City-owned replacement buses arrive. The City is open to authorizing a waiver for older buses at the beginning of the new contract until these replacements can be received.



Exhibit 1

NTD ID	50176
Reporter Name	City of DeKalb
Report	2024 (Revision: 2)

Ridership Activity (MR-20) - DR PT

Ridership Activity

Month	Unlinked Passenger Trips (UPT)	Vehicle Revenue Miles (VRM)	Vehicle Revenue Hours (VRH)	Vehicles Operated in Maximum Service (VOMS)
July - 2023	6,747	31,017	2,589	14
August - 2023	7,623	32,474	2,859	14
September - 2023	7,235	33,437	2,782	14
October - 2023	7,730	36,423	3,121	14
November - 2023	7,608	35,791	3,042	14
December - 2023	6,815	34,944	2,486	14
January - 2024	6,512	32,676	3,258	14
February - 2024	7,848	35,895	3,275	14
March - 2024	7,980	36,448	3,224	14
April - 2024	8,188	36,718	3,142	14
May - 2024	8,102	36,918	3,416	14
June - 2024	7,382	33,873	3,149	14
	89,770	416,614	36,343	14

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Reporter Name	City of DeKalb
Report	2024 (Revision: 2)

Ridership Activity (MR-20) - MB PT

Ridership Activity

Month	Unlinked Passenger Trips (UPT)	Vehicle Revenue Miles (VRM)	Vehicle Revenue Hours (VRH)	Vehicles Operated in Maximum Service (VOMS)
July - 2023	28,101	61,490	3,867	19
August - 2023	49,197	66,783	4,353	19
September - 2023	100,263	84,096	6,212	19
October - 2023	111,037	87,096	6,568	19
November - 2023	92,559	80,065	5,961	19
December - 2023	49,434	66,229	4,698	19
January - 2024	59,305	73,794	5,140	19
February - 2024	95,954	85,431	6,201	19
March - 2024	83,278	88,992	5,903	19
April - 2024	102,695	88,557	6,448	19
May - 2024	41,562	66,938	4,602	19
June - 2024	28,496	61,881	3,867	19
	841,881	911,352	63,820	19

