



March 18, 2025
Richmond Metropolitan
Transportation Authority (RMTA)

ADDENDUM 1 RMTA REQUEST FOR PROPOSAL TOLL COLLECTION SERVICES

Pursuant to Section 2.9 Comments, Questions, and Request for Clarification, the Richmond Metropolitan Transportation Authority is posting additional information for Request for Proposal of Toll Collection Services.

Below are answers to questions submitted:

Q1: The final Contract seems to be missing along with the posting deadline that would be described in 2.7. When will Appendix 8.3 be provided for initial comment and review?

A: The contract is planned to be released in Addendum 2 next week.

Q2: To allow for a quality and thorough response, a 2-week extension to the Proposal Submittal date is requested.

A: Updated schedule is attached (page 4).

Q3: The RFP frequently mentions "double sided" pages. For example, Section 2.12.5 mentions: "The response shall be limited to forty (40) pages, double-sided." Question: Please clarify the term "double sided". In the example of 2.12.5, please confirm the total of 40 pages means 20 pages with text on both sides, or 40 pages with text on each side for a total of 80 pages of text.

A: The proposal is specified to be 40 pages, double-sided, it means there will be 40 physical sheets of paper, with content on both the front and back of each sheet.

Q4: Form H appears missing. Please provide.

A: Form H is planned to be included in Addendum 2.

Q5: Please provide clarification related to the requested proposal structure. Should requested Responses detailed in sections 3, 4, and 5 be incorporated in the response structure detailed in section 2.3? How do the outlined sections in 2.3 correspond to the section requirements and page counts detailed in Section 2.12?

A: Yes, Section 4 should be included in your proposal. Sections 3 and 5 should be covered at a high level. Detailed information for Section 3 (Technical Solution) and Section 5 (Implementation Plan) should be provided in the respective milestone deliverables: Milestone 3 for Technical Solution Details and Milestone 6 for Implementation Plan, as outlined in Section 7.16 of the Terms of Contract.

Q6: Page 32, 3.5 Collections Would it be possible for an agency to bid only on the delinquent collections portion?

A: No.

Q7: Would RMTA be open to extending its window for question submissions by a week to March 28 so we may thoroughly review and submit questions?

A: Updated schedule is attached (page 4).

Q8: Section 2.7 Schedule of Activities: Would the Authority consider extending the Proposal Submission due date by five weeks? April 21, 2025, leaves very little time to respond with a complete and fully responsive proposal. The IBTTA Technical Conference is during this period as well, which impacts the process.

A: Updated schedule is attached (page 4).

Q9: Section 1.1, 2.0, 2.1, 2.2.1, 3.1, 5.9: The Authority makes multiple references to the "existing service framework;" however, we cannot find a definition or detailed explanation in the requirements. Would the Authority please provide further explanation or a definition of the term?

A: The RMTA is looking for vendors who can integrate their project into these established frameworks, ensuring that the services required in the RFP are seamlessly included within the vendor's current operations.

Q10: Pricing Sheets: The RFP mentions Phase 2 and optional renewal years, however the pricing sheets only seem to have options for the first 3 years. Can the Authority explain where to put the pricing for anything outside of Phase 1?

A: Phase 2 pricing will be negotiated upon RMTA discretion based on performance during Phase 1. The approach to a Revenue Assurance model can be described in the Approach to Services section of the proposal.

Updated Schedule of Activities (Section 2.7)

Step Two	Date
RFP Release Date	March 13, 2025
Questions and Requests for Clarification	March 28, 2025, 1:00 P.M. ET
AUTHORITY Response to VENDOR Questions	April 2, 2025, 4:00 P.M. ET
Proposal Submittal	April 23, 2025, 1:00 P.M. ET
Short Listing Results	May 9, 2025, 1:00 P.M. ET
Mandatory Site Visit to observe operations	May 19 – 23, 2025
Announcement/Selection Date	June 4, 2025, 4:00 P.M. ET
Notice to Proceed	June 13, 2025
Go-Live	December 15, 2025