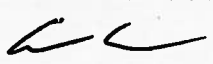




WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY  
600 Fifth Street, NW, Washington, DC 20001-2851

**AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT**

1. AMENDMENT/MODIFICATION Amendment No. 001		2. EFFECTIVE DATE (Same as block 17)	
3. ISSUED BY PURCHASING SECTION Office of Procurement and Materials Charmyne Reid – (202) 962-1476		4. ADMINISTERED BY (If other than block 3)	
5. CONTRACTOR NAME AND ADDRESS  (Street, city, county, state, and Zip Code)		6. FORM TYPE (Check only one) <input checked="" type="checkbox"/> Amendment Of Solicitation No. CQ-15147 ***** Date <u>02/26/15</u> (See block 7)  <input type="checkbox"/> MODIFICATION OF CONTRACT NO. Date _____ (See block 9)	
7. <input checked="" type="checkbox"/> THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS  The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods; (a) By signing and returning <u>1</u> copies of this amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
8. ACCOUNTING AND APPROPRIATION DATA (If required)			
9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS <input type="checkbox"/> This Change Order is issued pursuant to _____ The Changes set forth in block 10 are made to the above numbered contract/order. <input type="checkbox"/> The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 10. <input type="checkbox"/> Supplemental Agreement is entered into pursuant to authority of It modifies the above numbered contract as set forth in block 10.			
10. DESCRIPTION OF AMENDMENT/MODIFICATION  1) Amendment 001 transmits Clarifications and Interpretations to RFP No. CQ-15147.  Except as provided herein, all terms and conditions of the document referenced in block 6, as heretofore changed, remain unchanged and in full force and effect.			
11. <input type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS MODIFICATION AND RETURN _____ COPIES TO ISSUING OFFICE.		11. <input type="checkbox"/> CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT	
12. NAME OF CONTRACTOR/OFFICE  BY _____ (Signature of person authorized to sign)		15. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY   BY _____ (Signature of Contracting Officer)	
13. NAME AND TITLE OF SIGNER (Type or print)	14. DATE SIGNED	16. NAME OF CONTRACTING OFFICER (Type or print)	17. DATE SIGNED
		Celena Cochran, Contract Manager	13 March 2015

**Metro Washington Area Transit Authority (WMATA)  
RFP CQ15147\_ 2015 Metrorail Passenger Survey  
Amendment 001**

**Questions**

**Q1.** Who conducted the WMATA Metrorail Passenger Survey in 2012?

**A.** WBA Research, formerly known as Widener-Burrows & Associates, Inc.

**Q2.** What was the amount of the 2012 WMATA Metrorail Passenger Survey contract?

**A.** Contract FQ12056 was awarded for the 2012 WMATA Metrorail Passenger Survey contract. Award information is accessible on [www.wmata.com](http://www.wmata.com).

**Q3.** Based on the data collection schedule shown under Task 4.2 on page 79 of the RFP, it appears there will be no data collection on Sunday during the day. Is this correct?

**A.** Yes, that is correct.

**Q4.** Are you open to distributing the survey on the train or the train platform, instead of the station mezzanine?

**A.** Page 76 of the RFP, Section 4.0 states “The Authority is open to alternative sampling plans and utilization of advanced technologies in implementing the 2015 Metrorail Passenger Survey.” If alternative sampling and methods is proposed, this take must detail why you are suggesting alternatives, and how the suggested alternative could increase the response rate and any other benefits to the Authority in using the alternative sampling plans.

**Q5.** What is the budget for this study?

**A.** WMATA will not release budgetary information associated with this specific Request for Proposal.

**Q6.** Will incentives be permitted?

**A.** WMATA may at its discretion and sole costs provide incentives to the person administering the survey to pass out to a patron who completes the survey. WMATA shall not provide incentives to employees administering the survey.

**Q7.** Who conducted the 2007 Metrorail Passenger Survey and what was the contract award price?

**A.** WBA Research, formerly known as Widener-Burrows & Associates, Inc. conducted the 2007 Metrorail Passenger Survey. Contract FQ12056 was awarded for the 2012 WMATA Metrorail Passenger Survey contract. Award information is accessible on [www.wmata.com](http://www.wmata.com).

**Q8.** Is a copy of the Final Deliverable (Report, Report Outline, or Presentation) that was the final deliverable of the 2012 Metrorail Passenger Survey published? If so, could you please provide a copy or a link to the deliverable?

**A.** The final report is not published and will be shared with the awarded vendor.

**Q9.** Page 20, Pre-Award Data, Question 9: *"In the last two years have you ever been denied an award where you were the Offeror? If the answer is YES, attach as SCHEDULE THREE the full particulars regarding each occurrence."*

**Question:** Please clarify what is meant by the term "denied award"? Do these include contracts lost through a bidding process? Is the award just for contract with WMATA or any organization?

**A.** The term denied award means contracts lost through a bidding process with any organization; including WMATA.

**Q10.** Page 57, 4. AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR

*"Funds are not presently available for performance under this contract beyond the fiscal year which ends June 30, 2015. The Authority's obligation for performance of this contract beyond that date is contingent upon the availability of funds from which payment for contract purposes can be made. No legal liability on the part of the Authority for any payment may arise for performance under this contract until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing, by the Contracting Officer. Any option exercised by the Authority which will be performed in whole or in part in a subsequent fiscal year is subject to availability of funds in the subsequent fiscal year and will be governed by the terms of this Article."*

**Question:** What percentage of the project (Tasks) needs to be completed under the current funding? What is the amount of the funds allocated under the current fiscal year? What is the estimated availability of funds for the fiscal year ending June 30, 2016?

**A.** WMATA will not release budgetary information associated with this Request for Proposal.

**Q11.** Page 57, 7. BILLING AND PAYMENT

*"Billing and Payment shall be based upon the completion and acceptance of the deliverables for each designated task."*

**Question:** While billing is deliverable based, can monthly invoices be submitted for ongoing tasks such as project management, monthly reporting, etc.?

**A.** This contract is milestone based. Billing and Payments shall be based upon the completion and acceptance of the deliverables for each designated task. Monthly invoices shall not be permitted unless a deliverable has been completed and accepted.

**Q12.** Page 74, 2015 Metrorail Passenger Survey Statement of Work, 1. Introduction, Paragraph 1

*"The Washington Metropolitan Area Transit Authority (WMATA or Authority) receives an annual Metrorail operating subsidy payment from each of the eight political jurisdictions comprising the WMATA Compact area. The subsidy amount that each jurisdiction is required to contribute in support of Metrorail operations is calculated by a formula, one element of which is the proportion of the total ridership residing in each jurisdiction. In order to determine these proportions, WMATA conducts periodic surveys of Metrorail passengers. The last survey was conducted in 2012."*

**Question:** What is the amount of the subsidy from each of the eight political jurisdictions? What are the eight political jurisdictions? What is the WMATA Compact Area?

- A. The amount of the subsidy from each of the eight political jurisdictions maybe requested through WMATA's Public Access to Records Program (PARP). The list of political jurisdictions and WMATA Compact is listed in Appendix B of RFP CQ15147.

**Q13.** Page 75, Section 3. Current Scope of Work, paragraph 1

*"This Metrorail survey will also be used as the After Study required by FTA for the Dulles Corridor Metrorail Project (or Silver Line)."*

**Question:** Is there a Pre-Study and could a copy be provided to the bidders?

- A. The Pre-Study report will be shared with the awarded vendor.

**Q14.** Page 75-76, "3.1. Determine jurisdiction of residence of weekday Metrorail riders and subsequently determine the proportion of total ridership residing in each of the eight jurisdictions in the WMATA Compact area. Some special detail will be needed in Virginia where the new Silver Line was implemented in July 2014 and street addresses must be reviewed to ensure the proper jurisdiction of residence. In Virginia, zip codes often cross jurisdictional boundaries."

**Question:** What special detail will be needed to analyze the Virginia data where the new Silver Line was implemented?

- A. Special detail will be needed when geocoding addresses in Virginia, as ZIP codes often cross jurisdictional boundaries particularly for the cities of Alexandria, Fairfax, and Falls Church.

**Q15.** Page 76, Task 4.0, Paragraph 1

**Question:** What percentage of survey completes does WMATA envision as coming from the Limited English Proficiency (LEP), Title IV participants, and the Visually Impaired Communities? What current process is used by WMATA to reach out to or accommodate these and other underserved populations?

- A. It is currently estimated that 43% of Metrorail ridership is of minority status and 11% is low income. We do not have an estimation of the visually impaired, but expect the survey will be accessible to this population. The WMATA service area is 11.5% Limited English Proficient (LEP). The awarded vendor will have full access to current processes and outreach procedures currently used by WMATA.

**Q16.** Page 78, Task 4.2: Survey Design and Sampling Plan

**Question:** Are there any stations in the WMATA system not included in the survey?

- A. All service ready WMATA stations are included in this survey..

**Q17.** Page 80, Task 4.3: Task 4.3: Finalize Survey Questionnaire

*"The contractor will also be responsible for providing a response option for visually impaired passengers to respond to the survey questions. WMATA recommends hosting a call-in number (toll free, or local area code (202, 703, or 301)) for those who wish to do the survey over the phone. The survey questionnaire will have a very large font directing surveyed passengers with questions to call that*

*number. Because surveyed passengers who are visually impaired may not be able to read the serial control number printed on the survey questionnaire they receive, the phone-based version of the questionnaire for these surveyed bus passengers should also ask for the date, time and place where the survey questionnaire was received. It will also be the contractor's responsibility to set-up, operate and manage the call in number for visually impaired survey respondents and for other surveyed bus passengers with questions on how to respond to the survey."*

**a. Question 1:** What percentage of surveys does WMATA anticipate being completed by telephone?

**A.** Proposers should estimate based on previous experience performing similar services.

**b. Question 2:** Please clarify whether the visually impaired listed in the above paragraph travel by bus or rail or both. If they travel by bus, should they be included in the 2015 Metrorail Passenger survey (with or without a notation)?

**A.** On Page 80, Task 4.3: Finalize Survey Questionnaire:

WMATA deletes "other surveyed bus passengers with questions on how to respond to the survey". WMATA replaces with "other surveyed rail passengers with questions on how to response to the survey".

Each completed survey should include mode and/or method of completion in the data file.

**Q18.** P. 81, Task 4.5.1: Conduct and Evaluate Survey Pre-test

**Question:** How many completed surveys are required in the pre-test? How many stations will be used in the pre-test? Can these stations be used in the full survey or are they only in the pre-test?

**A.** Proposers shall develop a pre-test procedure that will successfully address the proposed methods. The stations utilized in the pre-test will still be used in the full survey.

**Q19.** Page 82, Task 4.5 Deliverables

*"Documentation of pre-test procedures, results, evaluation, and proposed changes to the survey questionnaire or methodology. Completed Metrorail Passenger Surveys. Weekly progress updates on survey returns by station and time period throughout the survey period."*

**Question:** What format does WMATA want the original completed Metrorail passenger surveys in paper, electronic, or both? Does WMATA want a public use file and private file of the data?

**A.** WMATA shall receive the passenger surveys in an electronic data file compatible with Excel or SPSS.

**End of Amendment 001**