

**GREATER HARTFORD TRANSIT DISTRICT  
GHTD RFP #03-026  
ADA PARATRANSIT MANAGEMENT SERVICES**

**ADDENDUM #1**

December 22, 2025

The Request for Proposal (RFP) is modified/clarified as set forth in this Addendum. The original RFP Documents remain in full force and effect, except as modified/clarified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its proposal.

A Non-Mandatory In-Person Pre-Proposal Conference and Walk-Through was held on **December 18, 2025 at 10:00am local time in the Training Room (1<sup>st</sup> floor) of the District's ADA Operations and Maintenance Facility, 148 Roberts Street, East Hartford, CT 06108**. The purpose of the meeting and walk-through was to outline solicitation requirements; provide an overview of the facility; as well as to provide the opportunity for questions and explanations. **See RFP #03-026 Addendum 1 – Attachment 1 for the list of pre-proposal conference attendees. The following GHTD staff were also in attendance: LaShaunda Drake** (Contract & Procurement Specialist); **Mary Bujeaud** (Deputy Executive Director); **Margaret Banker** (Director of ADA Paratransit Services); **Miguel Lefebre** (Manager of Facilities & Fleet); and **Andre Welsh** (Drug & Alcohol Testing & Insurance Consortium Manager).

**Proposals are due on or before 2:30pm local time, Thursday, January 29, 2026 at the District offices located at One Union Place, Hartford, CT 06103. All questions and requests for clarification regarding GHTD RFP #03-026 must be submitted in writing to LaShaunda Drake at or before noon, Wednesday, January 7, 2026.**

**The following clarification was made during the Pre-Proposal Conference in reference to RFP #03-026:**

**1. Discrepancy in 2024 Total Miles**

**SECTION II – TECHNICAL**

**1. BACKGROUND**

| Total Miles |           |           |           |           |           |
|-------------|-----------|-----------|-----------|-----------|-----------|
| Month       | 2020      | 2021      | 2022      | 2023      | 2024      |
| JAN         | 485,303   | 303,673   | 305,769   | 425,902   | 410,735   |
| FEB         | 453,550   | 291,445   | 324,443   | 405,664   | 402,015   |
| MAR         | 340,938   | 372,768   | 404,086   | 467,923   | 430,290   |
| APR         | 122,835   | 359,735   | 393,647   | 406,343   | 450,180   |
| MAY         | 160,337   | 343,485   | 412,165   | 440,765   | 471,477   |
| JUNE        | 205,315   | 370,849   | 437,855   | 424,722   | 419,999   |
| JULY        | 279,043   | 366,384   | 398,732   | 391,712   | 437,904   |
| AUG         | 308,679   | 364,253   | 455,210   | 433,692   | 447,339   |
| SEPT        | 334,418   | 366,388   | 441,271   | 406,252   | 418,826   |
| OCT         | 347,717   | 368,749   | 444,266   | 436,911   | 463,780   |
| NOV         | 313,341   | 358,469   | 413,152   | 408,653   | 402,167   |
| DEC         | 316,692   | 361,338   | 413,639   | 397,732   | 405,112   |
| Total       | 3,668,168 | 4,227,536 | 4,844,235 | 5,046,271 | 2,575,128 |

Total miles in the chart above for year 2024 were incorrect. **The revised total miles for year 2024 are 5,159,824 miles.**

**The following requests for clarification were submitted at the Pre-Proposal Conference:**

1.) **Question:** Can the cost proposal sheet be provided in excel form?

Answer: Yes. See **RFP #03-026 Addendum 1 – Attachment 2** Cost Proposal.

2.) **Question:** Are there currently any SBE/MBE subcontractors working on this project?

Answer: No.

3.) **Question:** Can we get a copy of the collective bargaining agreement?

Answer: The District does not have access to this information.

4.) **Question:** Are we required to name key personnel/management?

Answer: Yes. The RFP solicitation requires you to provide resumes for the proposed key personnel/management. This is to ensure that each proposed personnel member has the required experience/qualifications as cited in the RFP solicitation.

5.) **Question:** Are they any current key personnel/management GHTD would like to stay on board?

Answer: The hiring of key personnel/management will be at the discretion of the successful Proposer. Additionally, in the event an offer of employment (on behalf of the successful proposer) is extended to a member of the incumbent contractor's team, the decision to accept/deny said offer will be between the successful proposer and the incumbent.

6.) **Question:** For the cost proposals, is the pricing for the options years negotiable or fixed? Can it be revisited before the end of the base term?

Answer: The District encourages proposers to put their best foot forward in the preparation of their cost proposals. If conditions warrant, the District will consider the contractor's reasonable request to reconsider cost proposals for the option years of the agreement as the end of the base term approaches. Resulting changes, if any, will be at the sole discretion of the District.

7.) **Question:** Who is responsible for paying the cost of the D&A testing?

Answer: The costs associated with required drug and alcohol testing under this agreement are paid by the **Connecticut Statewide Drug and Alcohol Testing Consortium**. Coverage includes the following testing types:

- **Pre-Employment** – Drug testing only
- **Random** – Drug and alcohol testing
- **Post-Accident** – Drug and alcohol testing
- **Reasonable Suspicion** – Drug and alcohol testing
- **Return-to-Duty (RTD)** – Drug **OR** alcohol testing, depending on the specific violation that triggered the RTD requirement

- **Follow-Up** – Drug **OR** alcohol testing, depending on the specific violation that triggered the RTD requirement (Unless a Substance abuse professional (SAP) requires additional testing in the follow-up testing plan.)

All testing listed above is conducted in accordance with applicable federal and state regulations and is included as part of the Consortium's coverage.

**End of Addendum 1**