



Department of Airports

Cindy Nichol
Director

Divisions

Operations & Maintenance
Finance & Administrative Services
Commercial Development
Planning & Development

County of Sacramento

August 16, 2024

To: Prospective Proposers

From: Renata Daher
Senior Airport Economic Development Specialist
Sacramento County Department of Airports

Subject: Addendum #1 – RFP for Taxicab Service at Sacramento International Airport

This addendum provides updates and revisions to the Request for Proposals (RFP) referenced in the subject line.

RFP Updates

1. Section 1.4, Timeline, is deleted and replaced in its entirety with Attachment 1 to this Addendum.
2. Section 3, Evaluation Criteria, is deleted and replaced in its entirety with Attachment 2 to this Addendum.
3. The pre-proposal conference described in Section 5.1, Mandatory Pre-Proposal Conference, is no longer mandatory and has been deleted as a precondition for contract award. Instead, attendance of the pre-proposal conference has been assigned points as part of the evaluation scoring criteria.

Kind Regards,

Renata Daher, C.M.
Senior Airport Economic Development Specialist

Attachments:

- 1 – Section 1.4 Timeline
- 2 – Section 3 Evaluation Criteria

Attachment 1

Section 1.4. Timeline

The Department reserves the right to modify, in its sole and absolute discretion, the following schedule and any specific deadlines, including the selected Proposer's service start date.

Release Project Date: July 10, 2024

Pre-Bid Meeting: July 16, 2024, 11:00am

Microsoft Teams

Meeting ID: 265 678 026 873

Passcode: gyB2sM

Dial in by phone

+1 916-245-8966,111451923#

Phone conference ID: 111 451 923#

Question Submission Deadline: August 23, 2024, 10:00am

Question Response Deadline: August 30, 2024, 5:00pm

Submission Deadline: September 6, 2024, 2:00pm

Selection Committee Proposal Evaluations: Tentatively the week of September 23, 2024

Interview of Finalists (if necessary): Tentatively the week of September 30, 2024

Recommendation to Board of Supervisors: Tentatively December 2024

Agreement Effective Date: January 2025

Attachment 2

Section 3. Evaluation Criteria

- A. If the Department has reasonable grounds for believing that any Proposer has a business or financial interest in more than one proposal, the Department will reject all proposals in which that Proposer has such interest. If there is reason to believe that collusion exists among Proposers, none of the participants in such collusion will be considered for contract award under this RFP.
- B. The Department reserves the right to request additional information from Proposers to clarify the meaning of any portion of their written proposals.
- C. Finalists may be required to make a presentation to the selection committee to further explain their proposal and to respond to questions that might arise before and/or during the presentation.
- D. Proposers must provide written clarification or additional information within three business days to any written request for such information by the Department during the proposal review and evaluation process.
- E. Evaluation criteria point values are not definitive, but indicative. The selection committee's recommendation for contract award under this RFP will depend on the selection committee's holistic assessment of a proposal, and how that proposal, in comparison with other proposals, will contribute to the best guest service experience at the Airport.
- F. The selection committee has the discretion to use any method to score the proposals consistent with the evaluation criteria contained in this RFP and determine the final proposed awardees, such as short-listing finalists, ranking proposals, requesting best and final offers, communicating conditional offers based on other Proposers' acceptance of other conditional offers, or any other method deemed necessary or advantageous to the County. The Proposer selected by the selection committee will be recommended to the County Board of Supervisors for final approval and contract award.

No.	Evaluation Criteria	Point Value
1.	<p style="text-align: center;">Qualifications and Relevant Experience</p> <ul style="list-style-type: none"> • Demonstrated past taxi management experience and/or current taxi management experience • Experience dropping off and/or picking up passengers at an airport • Compliance with established rules and regulations • Size of fleet 	23
2.	<p style="text-align: center;">Management Plan</p> <ul style="list-style-type: none"> • Quality of service • Practices and policies of the organization • Management personnel • Driver policies • Vehicles • Marketing plan 	23
3.	<p style="text-align: center;">Proposed Rates and Fees to Guests</p> <ul style="list-style-type: none"> • Level of proposed rates and fees to guests • Reasonableness of proposed rates and fees 	24
4.	<p style="text-align: center;">Use of Technology</p> <ul style="list-style-type: none"> • Use of Mobile Applications for guests (On-Demand Ride Hailing, Pre-Booking Features) • Virtual Queuing System for Drivers (Supply Management) • Use of Telematics in vehicles (Driving Performance Alerts and Drive Cams) • Fleet Management Software (Vehicle Maintenance and Fleet Tracking) • Feedback Mechanism that allows guests to provide feedback on the service they received 	25
5.	<p style="text-align: center;">Attendance of the Pre-Proposal Conference</p>	5
Total Points		100