

**City of Portsmouth, N.H.**  
**Request for Qualifications**  
**RFQ# 34-19**  
**Microtransit Service**  
**Addendum#1**  
**Issued Feb. 26, 2019**  
**Response to Questions**

This Addendum forms part of the original document marked “**RFQ# 34-19 Microtransit Service**”.

**The following questions were received and answered.**

*1) Understanding that the service does not have a confirmed start date, is there any additional information that can be provided on an estimated time frame for start-up?*

The City aims to introduce this service by 2020 prior to the scheduled renovations to the High Hanover Parking Garage in the downtown. However, depending on financing, the pilot could start as soon as this summer.

*2) Also understanding that the length of the pilot hasn't been determined, is there any additional information that can be provided on how long the project is expected to last?*

We would anticipate running the pilot for a minimum of 6 months, but likely a full year in order to gauge seasonal fluctuations in interest / demand.

*3) The RFQ notes that the service will be provided during weekday and weekend hours, is there any information that can be provided on the expected hours of operation?*

This will be part of the discussion with qualified respondents and will be dependent on cost. However, at a minimum we anticipate operation of the service during peak parking demand hours. We anticipate service during the weekday and evening hours as well as on the weekends.

*4) Have the offsite parking locations been identified yet for the project, and if so, is it possible to get a list of the locations?*

This service is not intended to just run between municipal parking locations, but also from neighborhood locations and private properties with on-site parking. However, the existing City municipal lots can be found on the City's web page -- <https://www.cityofportsmouth.com/publicworks/parkportsmouth/parking-map>.

*5) Is the intention for there to be a fee for this service?*

That has not been determined yet.

*6) If there will be a fee, is there a requirement for the booking app to also accept fares?*

That would be a useful feature to have, but not required.

*7) Is the intention to continue the Portsmouth Parking Shuttle provided by COAST and have the microtransit service as well?*

Not at this time.

*8) Is it expected that the microtransit service will operate on a seasonal schedule similar to the Portsmouth Parking Shuttle?*

That has not been determined yet.

*9) Are Lyft and Uber currently providing service in Portsmouth? If they are, is there any data available on the number of rides provided in 2018?*

If that data exists, the City does not have it.

*10) Is this service expected to use a certain number of vehicles?*

We did not specify a certain number of vehicles, but there should be capacity to run regular service within the geographic area (with limited wait times).

*11) Is the City open to a use case optimized vehicle with space for six passengers?*

We're not entirely sure what this question means, but we would prefer vehicles for 8 or more passengers (including the driver).

*12) When does the City experience peak congestion and parking pressure?*

Peak traffic congestion occurs in the early evenings on weekdays and mid-day on Saturdays. As to parking, while over 100% occupancy occurs in many locations of the downtown year round during daytime and evening hours. Seasonally, peak congestion and parking demand occur between May and September, particularly on the weekends, Thursday-Sunday.

*13) Would the City prefer to launch during a certain season / time of year?*

The City does not have a preference at this time.

*14) When does the City expect the Council to determine funding available and authorization?*

Funding approval will be dependent on the timing of the pilot. The City aims to introduce this service by 2020 prior to the scheduled renovations to the High Hanover Parking Garage in the downtown. However, depending on financing, the pilot could start as soon as this summer.

*15) Does the City have an idea of approximately how much funding might be available?  
Does the City have an idea of what the term of the contract might be?*

Not at this time.

*16) Can vehicle maintenance be subcontracted?*

If that has been successfully done by the vendor in other communities, then we would consider this.

*17) The RFP states that the service shall "be provided weekdays and weekends within agreed upon service hours." To clarify, respondents must propose weekday and weekend service, but the hours themselves should be recommended by the proposer?*

The proposer does not necessarily need to recommend the specific hours, but should be prepared to provide service on both weekday and weekend service hours. The specific days of service will be negotiated as part of the contract negotiations once the City has selected a preferred vendor. The proposer is welcome to make recommendations based on prior experience.

*18) Would the City like a pricing proposal at this stage?*

The RFQ did not request a pricing proposal. We will make our initial selection based on the qualifications package. Pricing will be part of the final negotiations once a more specific service has been determined. However, if the proposer would like to provide a range of costs for similar services in other communities for comparison purposes, that would be fine.

Respondents are to acknowledge this addendum within their proposal. Failure to do so may subject a respondent to disqualification.

End of Addendum 1