

Worcester Regional Transit Authority



Request for Proposals (RFP) #2025-03 Computer-Aided Dispatch and Automatic Vehicle Location System

Pre-Proposal Meeting Notes

Date: January 13, 2025

Location: WRTA Hub, Advisory Board Conference Room

Attendees:

Tom Coyne, WRTA

Nick Burnham, WRTA

Dinusha Perera, WRTA

Carol Schweiger, Schweiger Consulting

Jason White, RL Controls

Jack Kelly, HBSS Connect Corp.

Kareena Nagawa, Equans

Mark Hepburn, Trip Spark Technologies

Anthony Boccio, Clever Devices

Meeting Opened at 2:00 PM

Tom Coyne thanked everyone for their attendance and asked for introductions around the room.

Carol Schweiger from Schweiger Consulting reviewed key elements of the RFP, including instructions to respondents, specifications, and requirements. She also discussed the various exhibits that each proposer is expected to submit with their proposal. She highlighted the dates in Section 2.1: Procurement Schedule for Proposers to note.

Mark Hepburn inquired whether all 58 demand-response vehicles should be equipped with dual-purpose equipment, and Nick Burnham said that the WRTA expects all vehicles to be equipped. Also, Mr. Hepburn inquired about the length of the annual contract, and Tom Coyne responded that the WRTA expects a minimum of 5 years plus optional years.

Kareena Nagawa asked if the proposer could modify the cost proposal form. Mr. Coyne/Ms. Schweiger responded that the proposer could not change the cost proposal form. Jason White inquired about whether the proposed contract has any DBE goals, and Nick Burnham responded that there is no set DBE goal for this procurement.

Jack Kelly inquired about the process to submit the bid bond, to which Mr. Coyne responded that the bid bond would be submitted with the vendor proposal. Also, Mr. Kelly asked about any interest to integrate microtransit into this procurement, to which Mr. Burnham responded no.

Ms. Nagawa asked about the escrow agreement not being listed in the cost proposal form, but it is referenced in the RFP. Ms. Schweiger responded that the vendor generally provides that independent of a cost proposal form.

Without any additional questions Mr. Coyne closed the meeting.

Meeting Closed at 3:07 PM