

REQUEST FOR PROPOSAL (RFP) # 20260831

TRANSIT PLANNING SOFTWARE

ADDENDUM 1

ISSUED: SEPTEMBER 14, 2026



**Duluth Transit Authority
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This addendum includes the following:

- 1) Responses to clarification questions received
- 2) Noted changes to RFP language

1) Responses to clarification questions

#	Question	Answer
1	Please identify DTA's current route-planning tools and authoritative systems of record and confirm the required initial and ongoing integrations or exchanges, including GTFS/GTFS-RT, scheduling, AVL/APC, GIS, ridership, and demographic data.	DTA does not currently have a dedicated route-planning software tool. Route-planning and service-planning decisions currently rely on a combination of ArcGIS, U.S. Census data, and route performance/ridership data. The selected planning software should support initial and ongoing integration or data exchange with the following systems and data sources: GTFS (DTA's current GTFS data); scheduling (Trapeze, DTA's current scheduling system); AVL/APC (Vontas, DTA's current AVL system); GIS (Esri ArcGIS); ridership (Swiftly/Hopthru); and demographic data (U.S. Census data and related demographic datasets used by DTA for planning purposes). The selected software should support ongoing updating or exchange of these data sources as appropriate for route planning, service analysis, and related planning activities.
2	Please provide the anticipated number of named and concurrent users, required user roles, approximate numbers of routes, stops, service patterns, and annual planning scenarios, and indicate whether any external agencies or consultants will require access.	It is anticipated there will be 2 named and concurrent users. 17 Routes, around 750 stops, none of our routes operate as patterns, typically there are 4 service changes in a year, no external agencies or consultants will require access
3	Which scenario outputs and calculations must the software generate, such as service hours and miles, operating cost, frequency, runtime, coverage, demographic or Title VI impacts, accessibility, and projected ridership, and which calculations must be automated by the proposed platform?	The software should be able to generate or calculate service hours and miles, operating cost, frequency, runtime, coverage, stop spacing, Title VI impacts, demographic characteristics within the coverage area of a route or stop, population density, job density, and required vehicle and driver counts. These calculations should be automated by the platform where possible, based on the service, scheduling, GIS, demographic, and other data available to the software, rather than requiring manual calculation. Ridership projections are not required but would be a useful additional capability.
4	Please specify DTA's mandatory security, hosting, accessibility, authentication, data-residency, backup, disaster-recovery, and audit requirements, including whether SSO, SOC 2 reporting, penetration-test results, or a particular WCAG standard are required.	While not specifically required for all content we highly prefer content to meet the WCAG 2.1 Level AA benchmark and be complaint with current ADA best practices. We require annual SOC 2 reporting from most of our cloud vendors for our auditors. While not required we strongly prefer to comply with NIST CSF 2.0 best practices. In some cases, our Cyber Security insurance may have specific requirements for in-house systems following current cyber security best practices. For example, the requirement of MFA for access to internal network systems from the internet, for



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		example connections to the internal network via a VPN client.
5	If vendor demonstrations are conducted, will DTA provide a prescribed demonstration script or test dataset, and how will the demonstration be scored relative to the written proposal and price?	If vendor demonstrations are conducted, the DTA will not provide a prescribed demonstration script or test dataset. The demonstration would be for vendors to showcase their software and demonstrate the core functional capabilities and features listed in RFP Attachment B. Any demonstrations provided should align with written proposal, as it will be evaluated as part of the overall proposal.
6	What is DTA's Peak Vehicle Requirement (PVR) of the fixed-route fleet?	Approximately 50
7	On page 11, Section 4- Proposal Requirements, #7 lists "Other Required Documents: W9, Other Required Documents" - can DTA clarify if anything additional is required other than the W9?	Nothing additional besides W-9.
8	Can DTA clarify the anticipated implementation and transition timeline for the new planning platform, including the target date for production use?	We want the new software to be implemented for production use as soon as possible. Please include your proposed timelines.
9	What are the downstream scheduling and operations systems DTA uses?	Blockbuster and FX through Trapeze
10	Once a service plan is approved in the planning solution, in what data format is it transferred to the downstream systems used for scheduling and operations?	Currently the scheduler has been manually building the scheduling and operations into the scheduling software. Any data import or automation that could be provided with the planning software would be an improvement, if possible, to be brought into the downstream scheduling and operations systems.
11	Does the agency require that all planning data, including network geometry, stop data, timetables and analysis outputs, be exportable in open data formats?	Yes
12	Can proposers include optional software capabilities beyond the scope of planning (for example, blocking and runcutting) in this procurement?	The scope of this procurement is strictly planning software and anything else would be out of scope.
13	Can DTA clarify whether proposers may identify optional software modules, capabilities, implementation services, or other value-added services that are not explicitly included in the base Scope of Work, and whether such options should be priced separately in the "Optional Items" section of Attachment D?	See answer to question #12.
14	In Section 4 - Data Integration and Standards ("Integrate relevant planning datasets (ridership, demographic, or operational data)") what data formats are the ridership, demographic, and operational data in?	Ridership data may be provided in CSV, Excel, or other tabular formats, depending on the source system (currently Swiftly/Hopthru). Demographic data is primarily sourced from the U.S. Census and may be provided through Census data files, tables, or GIS-compatible formats. Operational data may include GTFS/GTFS-RT, scheduling system exports from Trapeze, AVL data from Vontas, and GIS data from Esri ArcGIS. Specific formats may vary by dataset and source system, and the selected software should be capable of working with commonly used tabular, GIS, and transit data formats.



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15	Termination for convenience appears three times with different terms: RFP section 3-21 (60 days' notice after Year 1), Attachment A A.25 (at any time, with costs and profit), and Attachment C section 20 (no notice period). Which text governs?	Attachment A.25 governs.
16	Attachment B section 7 says all data in the Cloud "must be free from any Personally Identifiable Information". User account data (names, work emails) is required for login. Please confirm that this data is excluded.	User account data (names, work emails) is excluded.
17	Attachment B section 9 says any data in the Cloud "is understood to be the property of the DTA". Attachment C section 6 says DTA owns "DTA Data" and permits aggregated, de-identified analytics. Please confirm that Attachment C section 6 governs.	Attachment C, section 6 governs.
18	Attachment C section 7 leaves the service credit percentages blank "[_] %". Will DTA provide the values, or should proposers propose them?	Attachment C is example contract; blanks will be filled in for contract execution. Per attachment B, section 8, Supplier proposal to include minimum service levels, including service credits as a non-exclusive remedy for SLA shortfalls.
19	Attachment C section 13 refers to "Excess/Umbrella Liability" but the table has no limit for it. Is umbrella coverage required, and at what limit?	Excess/Umbrella Liability is removed.
20	If a subcontractor is used - which of Attachments E-K must the subcontractor also sign?	Subcontractors need to complete and sign attachments E through K. Attachment A would also apply to contracts with subcontractors.
21	Is there a specific format needed to upload planning data from the proposed planning solution onto the website https://www.duluthtransit.com/ ?	Planning data isn't likely to be needed to be added to the website, other than schedules and maps, which things like the schedules can likely be added using PDF or the compatible XML format. Or there may need to be some changes to the website itself.
22	Is there a specific format needed to upload service alerts data from the proposed planning solution onto the website https://www.duluthtransit.com/home/getting-there/service-alerts/ ?	Service alerts are posted directly via a form in a word press panel on the website
23	How does Duluth currently generate public-facing timetables and route maps (for example, https://www.duluthtransit.com/wp-content/uploads/2026/02/Web_102.pdf?ver=28) ?	Currently public facing timetables are created by a custom program that converts our database timetables from Trapeze FX into an XML file that is Adobe InDesign compatible. That file is used for printed and web-based schedules. Route maps are created using QGIS for both printed and web based maps. The website uses custom programming to convert the XML file to the web layout. The XML, custom made PDF web schedule (created in InDesign), and image and pdf-based maps are uploaded via a custom form on the website.
24	Does DTA want to include on demand fleet planning in this RFP? If so, what are DTA's goals pertaining to on-demand service planning?	No, the DTA does not currently operate an on-demand service and has no plans to in the near future.



2) Noted changes to RFP language

Removed

Terms of Convenience listed under section 3-21 on page 11 of RFP are removed.

‘Excess/Umbrella Liability’ listed under ‘Additional Insured’ is removed from Attachment C, section 13.

Revised

Attachment C – Example Contract, section 20 is replaced with the following:

DTA may terminate for convenience or for cause per RFP Attachment A - FEDERAL TRANSIT ADMINISTRATION CONTRACT CLAUSES. Suspension/termination may occur for lack of funding. If a suspension for funding is not lifted within 90 days, VENDOR may terminate upon written notice.

Revised

Attachment B – Scope of Work, section 9; the first sentence is replaced with the following:

Any DTA data in the Cloud environment is understood to be the property of the DTA.