



# REQUEST FOR PROPOSAL (RFP) #02-2026

## ADDENDUM #1 – FEBRUARY 25, 2026

The below questions are being answered in response to the questions submitted by the February 20, 2026 deadline for questions to RFP #02-2026. The TACC received 7 questions in response to this RFP which are all addressed or answered within this document.

**All vendors submitting proposals must sign APPENDIX F – ACKNOWLEDGEMENT OF ADDENDA in the RFP document and submit with their proposal.**

**Question #1:**

To accurately evaluate the required insurance program, could TACC please provide currently valued loss runs for all Property & Casualty lines identified in the RFP, including any historical data from operations previously administered under the Cities of Battle Creek and Marshall. The P&C lines include:

- Workers’ Compensation
- Commercial Property
- General Liability
- Excess Liability
- Crime
- Auto (Comprehensive & Physical Damage)
- Directors & Officers Liability
- Cyber Liability
- Felonious Assault
- Fiduciary Liability

**Answer #1:**

TACC is not able to provide this information by the February 25, 2026 deadline for Addenda. A second addendum will be provided with this information prior to award of a contract. Proposers should inform TACC if the absence of this information prohibits a responsive and responsible proposal submission.

---

**Question #2:**

The RFP references multiple owned and leased buildings, bus shelters, and bus stop assets. To support accurate modeling of Commercial Property and related coverages, could TACC please provide a Property Schedule/Statement of Values (SOV) for all such locations and assets?

**Answer #2:**

TACC is not able to provide this information by the February 25, 2026 deadline for Addenda. A second addendum will be provided with this information prior to award of a contract. Proposers should inform TACC if the absence of this information prohibits a responsive and responsible proposal submission.

---



**Question #3:**

The RFP notes a plan to acquire 10-15 additional vehicles over the next two years. Could TACC confirm the anticipated timing of these future vehicle acquisitions for the purposes of Auto Liability and Auto Physical Damage planning?

**Answer #3:**

The TACC currently has the following vehicles on order via purchase orders issued by the City of Battle Creek on behalf of the TACC:

Qty 1 – Low Floor Cutaway (same vehicle type as RC FLEX vehicles 308 and 309)

Qty 2 – Ford Transit/Mobility Trans SAFTBUS (same vehicle type as RC FLEX vehicles 306 and 307)

QTY 1 – Chrysler Voyager Braunability (same vehicle type as RC FLEX vehicles 304 and 305)

QTY 3 – Gillig BRT Low Floor (same vehicle type as RC MAX vehicles 642-645)

The TACC intends to issue purchase orders for the following vehicles in the next 60-90 days:

QTY 2 – Low Floor Cutaway (same vehicle type as RC FLEX vehicles 308 and 309)

QTY 1 – Chrysler Voyager Braunability (same vehicle type as RC FLEX vehicles 304 and 305)

Additionally, the TACC has grant awards for:

QTY 1 – Maintenance vehicle (with detachable snow plow)

QTY 2 – Administrative vehicles (7 passenger SUV or similar)

QTY 2 – Administrative vehicles (used 5-7 passenger SUVs; Ford Explorer or similar)

Although purchase orders have been issued or will be issued in the near future, production schedules vary depending on vehicle type, and anticipated delivery schedules range from March 2026 to January 2027. The TACC receives or anticipates receiving additional grant funding in each fiscal year to support vehicle replacement and fleet expansion.

---

**Question #4:**

Given the scope of work and the interviews scheduled for March 6, could the TACC confirm:

- Whether interviews will be in-person or virtual, and
- The expected duration of each proposer presentation?

**Answer #4:**

The interview and presentation will last approximately one hour. Your presentation should be limited to approximately 30 minutes. The remainder of the time will be used for follow-up discussions and questions. The presentations will be held at TACC Administrative Offices at 49 South Cass St., Battle Creek, MI 49037. The option to use Microsoft Teams/Zoom may be utilized and will need to be requested in advance and coordinated by the Grants and Procurement Manager.

---

**Question #5:**

What are you looking for in the cost proposal section 6.4? Are you simply looking for broker compensation information? Or are you looking for actual quotes or a cost analysis for P&C/EB coverages (difficult given timeline and needed information to perform proper due diligence)?

**Answer #5:**

The cost proposal should include any costs for the Broker services. If this is a commission based cost, the cost proposal should detail the commission structure, percentages, and projected changes to costs through the duration of the contract. If this is a fixed-fee cost, the proposal should address the fixed-fee schedule.

The cost proposal should not contain actual quotes or cost analysis for coverages, only the fees related to the broker services and the methodology for such fees. (i.e. fixed fee, percentage, hourly rate, etc)

---

**Question #6:**

Just to confirm dates on the employee benefits – Medical, Dental, Vision benefits to start 1/1/27, while all other ancillary benefits to start 7/1/26? Or are the dates of medical, dental, vision still to be determined based on an acceptable strategy for a 7/1?

**Answer #6:**

Current coverage, with the City of Battle Creek, follows a calendar year (January – December). Given the mid-year transition of employees, the TACC's goal is to secure an employee benefit option that provides the least disruption in benefit coverages, options, co-pays/deductibles, and provider networks to employees.

The TACC's preference is to have all coverages (P&C and EB) with the same effective date of July 1, 2026. However, recognizing that some employees may have already met or exceeded their current calendar-year based deductibles, the TACC will accept and consider any Employee Benefit proposals, including proposals with multiple options for July 1 start dates and/or January 1 start dates.

Proposers are encouraged to provide creative solutions to and/or specifically address how employee deductibles under current City of Battle Creek coverage may be honored or acknowledged with a new policy/plan effective date.

***Proposers should be aware of and address the requirements within Public Act 152 which establish employer contribution limits (hard cap vs 80/20) for public employers.***

---

**Question #7:**

What are the submission instructions for our RFP response?

**Answer #7:**

Complete proposals should follow the requirements outlined in Section 6.0, including all required documents, signed acknowledgements, and signed clauses. Complete proposals should be emailed to Shannon Wedl, Procurement and Grants Manager no later than 5:00pm, March 3, 2026 at [swedl@ridecalhoun.org](mailto:swedl@ridecalhoun.org).

Please note that cost proposals should be a separate document from the response to the RFP, clearly labeled as "PROPOSER\_NAME\_TACC\_RFP\_02\_2026\_COST\_PROPOSAL.pdf". This does not have to be submitted as a separate email, simply a separate document from the overall proposal. Proposers may confirm only that the submission(s) has(have) been received.

Proposers are encouraged to review sections 6.0 Submission/Proposal Requirements and 7.0 Evaluation to ensure their submission(s) addresses all of the required areas, contains all of the required information and signatures, and is considered complete, responsive, and responsible.

---

**END OF ADDENDUM #1**