

**Boston Redevelopment Authority (“BRA”) and Economic Development and
Industrial Corporation of Boston d/b/a Boston Planning & Development
Agency (“BPDA”)**

**“City Academy CDL Training Provider”
Request for Proposals (“RFP”)**

Boston Planning & Development Agency
12 Channel Street Suite 901
Boston, MA 02210

ADDENDUM NO. 1 dated February 6, 2026

This addendum modifies, revises, amends, and supplements designated parts of the **“City Academy CDL Training Provider” Request for Proposals (“RFP”) issued on January 20, 2026** and is hereby made a part thereof by reference and shall be as binding as though inserted in its entirety in the locations designated hereunder. Wherever portions of any addendum are in conflict with a previous addendum, the addendum bearing the latest date shall govern. It shall be the responsibility of each contractor to notify all sub-contractors of any changes or modifications contained in this addendum. No claim for additional compensation due to the lack of knowledge of the contents of this addendum will be considered. Consultants(s) are hereby notified they must acknowledge this addendum as part of the RFP submission requirements.

General

Item 1: Please see following responses to questions asked in the Bidders Conference on January 29, 2026 and submitted in writing post-conference.

1. Is there some flexibility within the parameters of the RFP as far as length of time required and/or the number of instructors required.

- a. The parameters for staffing ratios and training duration articulated in the RFP are reflective of an optimal structure for accommodating up to 16 students on the driving range daily while providing a positive student experience and achieving at least an 85% rate of CDL B licenses per cohort. Proposals with alternative training strategies in either or both student ratio and training duration with a well-articulated Scope of Work will not be disqualified from consideration.

2. Can list your minimum required instructors and timeline flexibility.

- a. As per the RFP, we are seeking a training provider who can provide a ratio of 4:1 student to trainer on the driving range to optimize access to vehicles for behind the wheel training and ensure a quality student experience. The duration of the training is flexible provided that the vendor demonstrates how they will meet the goal of at least 85% of students receiving licenses in their proposal response.

3. What is the minimum bonding requirement for the CDL training provider?

- a. There is no minimum bonding requirement for this procurement. The City Academy CDL Training Provider RFP is a services contract governed by M.G.L. c. 30B, which does not impose bonding requirements for service providers. Bonding requirements under Massachusetts law apply to construction and public works contracts and do not apply to standard service procurements. The City of Boston does not maintain a blanket bonding requirement for service contracts, and no bonding requirement is specified in this RFP.

4. You had mentioned in the preparing for the testing you require Automatic and Manual. So for the training, are you expecting manual and automatic available or does it matter?

- a. In the past we have had both automatic and manual trucks on the range. Students have been trained on the manual, and they have also had the option of training on the automatic. Our preference is that students get an unrestricted CDL B license, so, of course, we're hoping that students will train and test on the manual. However, our experience in the field so far has been that there are some students who only want to train on the automatic and test on the automatic. But we want to have the options available in the field because we are encouraging all students to learn on the manual so they can test on the manual and have the unrestricted license.

5. Do you have any results from the previous years? Is it a 50-50 mix, a 75-25?

- a. What we found is that we trained students on the manual, but many did not feel confident enough to test for their license on it. And so, we took them out on the road on the automatic as well, and they were more comfortable with that. Most students who went for their licensure in FY25/26 opted for the automatic. Not everyone. I would say maybe 75-25 split, with 75% who opted to test on the automatic, and 25% who opted to test on the manual.

6. I noticed that the yard work will be done at the University of Mass. Does the Theory also have to be done there?

- a. We have a classroom located at 7 Palmer Street in Roxbury, which is in Nubian Square and typically the Theory is done there.. This training location is a few miles from the UMass lot. However, this past fall, the students and the trainer requested to conduct the Theory training on the lot. We did do the Theory training right on the range in the trailer, but that is not the norm. The trailer has a very small classroom that can hold about 12 comfortably and 15 people maximum. Students are accustomed to going to 7 Palmer Street, because they participate in three weeks of their Bridge Training there, so that's what we recommend for the training provider.

7. Who will be responsible for recruiting the students?

- a. The City does all the recruitment.

8. I noticed that it was going to be done in quarterly sections, which would lead to more of a six-week inside that quarter, a six-week training block. Is the plan to look for a 6-week on, 6-week off?

- a. The training schedule is not hard and fast quarterly. It is currently a 9-week training in total (3 weeks Bridge, 1 week Theory, and 5 weeks behind the wheel). There's a lot of coordination between the Bridge provider, the CDL training provider, and the Office of Workforce Development to develop an annual schedule.

9. You mentioned the number of students. By my math, that would be about 160 students a year.

- a. Our goal is to get 16 students behind the wheel on the training range per cohort and to have 4 cohorts per year, so 64 students per year or 144 over the 2.25 years of the contract. We enroll more than that number for the Bridge, because we know we will have drop-offs, as some students don't pass their CDL permit test, some people start the Bridge and when they start the intensive learning to get the CDL permit, decide maybe this is not for them.

10. Are you looking for training both day and evening, or just looking strictly for a day?

- a. We're looking for daytime, and that's based on feedback from the students. How we have done this previously is we've had a morning cohort and an afternoon cohort with 8 students in each, with the two trucks. So it's been a 1:4 ratio on the range.

11. The length of schedule is 27 months, and you're looking to provide 4 cohorts per year. So within that 27-month time frame, it'd be four, four, and then a single one?

- a. Yes. The single one would be the one that we're going to be running this fiscal year, which we're anticipating would start in mid-April, and be completed before June 30th.

12. If you start out with 12 students on the range, you might get down to 8. Are you gonna be looking for a minimum requirement for the amount trained?.

- a. Our goal is to get 16 onto the range and to have 16 students receiving training.

13. What happens if they can't pass a test?

- a. In the RFP, we are requiring that students have two opportunities to pass the test with the provision of remediation to assist the student with passing on the second attempt.

14. So remedial training after a failure?

- a. Yes.

15. We don't actually do the testing, the RMV there does the testing, correct?

- a. Correct, the testing is conducted by the State Police in partnership with the RMV but the training provider is responsible for scheduling the testing, providing the vehicle for testing, and transporting the students to the test site.

16. And contractually, you're gonna require 2 instructors for the entire 27 months?

- a. Yes, that's how we have done it; so that on the range, we have 2 trucks, we have 2 instructors, we have 8 students in the morning, 8 students in the afternoon maximum, and then a 1:4 ratio for students.

17. Is the trailer going to be available for Theory?

- a. Yes, but again, the trailer is the option B space. The option A space is the 7 Palmer Street location in Roxbury, where we have a spacious classroom with access to tech.

18. Is an insurance binder going to be required to utilize space.

- a. Yes.

19. Is the City providing the electricity and the trailer at no cost?

- a. Yes. There is a generator with the trailer..

20. What about facilities as far as bathrooms?

- a. There are porta-pottys.

21. And the City's maintaining that?

- a. Yes

22. One other question regarding the type of trucks. Is it right that the majority of the city vehicles are automatic?

- a. Both the Department of Public Works and Parks and Recreation use automatic transmission trucks in their respective fleets, as does Boston Water and Sewer.

23. Do you want a manual truck also?

- a. Yes

24. Is there absolute separation between the Bridge program and the Theory and behind-the-wheel training provider, or can it be the same training provider for both?

- a. There's not a prohibition against a training provider responding to both RFPs.

25. The De Minimis indirect on this grant is capped at \$25,000 over the life of the grant (2.25 years) even though the total cost could be \$685,000 (and De Minimis would normally be \$68,500)? Or will the De Minimus indirect be capped on a year-to-year (or FY basis) basis at \$25,000?

- a. Vendors can request a de minimis rate of 10% of "modified total direct cost." There is a cap of \$25,000 of each award, and some expenses are excluded, such as participant support costs. Please see <https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-se-c200-68> for more information.

De Minimis, federal or a negotiated rate with their cognizant agency.

<https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XI/subchapter-A/part-1108/subpart-B/section-1108.85>