

Proposal Signature Page

ARENAC PUBLIC TRANSIT AUTHORITY (APTA)

**Request for Proposals – Facility Construction Feasibility Study
2022-0008-P3**

DATE ISSUED:

PROPOSALS DUE:

SUBMIT the original proposal **plus, two (2)** copies to:

William Francis, Executive Director
Arenac Public Transit Authority
P.O. Box 431
Standish MI 48658

PROPOSAL PRICE:

PROPOSER READ AND COMPLETE

The undersigned certifies they are the authorized representative of their firm and they offer to furnish the services in strict accordance with the requirements of this solicitation including the scope of services, all submission terms, conditions, and requirements.

Signature: _____ Date: _____

Printed Name and Title: _____

Firm Name: _____

Address: _____

Email: _____

Federal Tax Identification Number: _____

Dun and Bradstreet Number: _____

BACKGROUND INFORMATION

Arenac Public Transit Authority (APTA), established October 1, 2020, pursuant of Public Act 196 to form a transit system providing county-wide services to Arenac County's approximately 14,508 residents. APTA operates with a .6 mill county-wide millage, has 16 employees, and operates with a fleet of 9 vehicles. The primary service provided by APTA consists of demand/response curb to curb transportation. APTA operates from annually leased space consisting of 3 offices, minimal storage, and fleet parking in open parking lot.

SCOPE OF WORK

APTA is seeking a firm to complete a **Facility Construction Feasibility Study** with focus on the following:

1. This study will identify the appropriate facility; size, location, amenities to meet transportation needs for Arenac County.
2. This study will identify space and equipment needed to allow for expansion and transition to a 25% fleet of low no emissions vehicles.
3. Identify adequate staffing size to maintain services and facility maintenance.
4. Projection of construction cost and projected daily operations costs for 3 years.
5. The study will analyze costs of a new facility construction vs. the current location and existing costs incurred by APTA.
6. Identify funding sources; local, state, federal, and other grant opportunities.
7. Create a projected timeline to assist in project promotion and management.
8. This study will provide the authority with tools to use in educating the community on transportation expansion to effectively serve the public.

Deliverables:

- Design survey(s) in conjunction with APTA staff, conduct survey, provide final report on survey results.
- Evaluate current fleet size, vehicle types, maintenance costs,
- Conduct survey(s) throughout Arenac County. Surveys can be conducted via a variety of methods including online, paper questionnaires, townhall meetings with information gathered via paper or electronic means, other methods as approved by APTA.
- Create facility design drawings to support recommendation, floor plans, exterior, facility grounds, security, and amenities.
- A draft report will be presented and reviewed by APTA staff 30 days before the final report is due.
- Present final report in writing and in person or via webinar, or other means if executive orders are in place to APTA Executive Director, APTA Board of Directors, and other interested parties.
- Final report of 15 hard copies and pdf file.

Proposed Timeline:

It is anticipated that the project will be completed in 4-6 months from the contract award. Selected proposer will provide monthly updates on progress.

Questions Due	11/14/2023 by 5pm.
Questions Answered	Within five (5) business days of receipt.
Proposals Due	11/24/2023 by 5pm.
Proposal Selection:	12/15/2023
Survey Completion:	04/15/2024
Draft Report:	05/30/2024
Final report presented	07/15/2024

OFFER PREPARATION AND SUBMITTAL

PROPOSAL CONTENT

Statement of Proposal

Provide a narrative statement of your proposal indicating, through the use of drawings, diagrams, or other material the way in which you propose to satisfy the requirements outlined above.

Organization Structure

Indicate using organization diagrams and/or narrative statements, the proposed staffing, functioning, and interrelationships with APTA.

Prior Experience

Include descriptions of prior or present projects which would tend to substantiate your qualifications to perform this project. Include any past relationships your firm has had with APTA. Include name, address, and telephone number of the responsible person of former client's organization who may be contacted.

Staff Description

Identify principal staff to include education, work experience, qualifications, and relationships as pertaining to this project.

Authorized Negotiators

Provide the names and telephone numbers of personnel of your organization authorized to negotiate with the transit agency.

Proposal Price

Include a detailed breakdown of the proposal price and indicate any part of the proposal that will be performed by subcontractors. The contractor shall provide all supervision, labor, materials, supplies, postage, parts, tools, transportation, lodging, meals, and any

other miscellaneous expenses to complete project. All travel costs billed will follow the State of Michigan vehicle and travel rates (Attachment C). APTA is tax exempt and will not be responsible for any taxes levied on respondent or this RFP. This solicitation will result in a firm, fixed price contract. It's anticipated the contract award will not exceed \$67,000.

Business Organization

- Full name, address of your organization, and the parent or subsidiary entity that will perform or assist in the project.
- Entity type (individual, LLC, Corporation, etc)
- Federal ID or Social Security Number
- Dun and Bradstreet Number

Additional Items

- The RFP cover page (Page 1) must be signed in ink by an official of the proposing organization, providing authorization to bind the proposer to the provisions of the RFP and the proposed project price.
- Federal Contract Clauses for Professional And A&E Less Than \$150,000 (Attachment A). A signed copy of the clauses must be submitted with the proposal.
- Certification of Compliance with Federal Contract Clauses (Attachment B). A signed copy of the certification must also be submitted with the proposal.

Proposal Submittal

Deliver original and two (2) copies of the proposal by 5 pm EST, November 24, 2023.

William Francis, Executive Director
Arenac Public Transit Authority
P.O. Box 431
Standish MI 48658

Recommended submitters contact APTA to ensure receipt of proposal, 989.846.7500.

Submitted proposals and prices will remain valid for 180 days after the proposal due date. Submitted proposals will become the property of APTA and will not be returned.

QUESTIONS

Questions must be submitted in writing to William Francis, Executive Director, director@arenactransit.com in subject line include "Study RFP questions". Questions must be submitted 10 days prior to proposal due date. APTA will respond within five (5) days . Questions and answers will be provided to all firms sent a RFP or who have

submitted a RFP, or questions posted on APTA website; www.arenactransit.com. Verbal questions are not part of this solicitation.

FEDERAL AND STATE REQUIREMENTS

This project is funded by state and federal grants. The federal clauses for this project are Professional And A&E Less Than \$150,000 as attached. A signed copy of Certification of Compliance with Federal Grant Clauses MUST be submitted with proposal.

SUBMISSION CONDITIONS

Incurring Costs

APTA is not liable for any costs incurred by respondent's incidentals to this RFP.

Rejection of Proposals

APTA reserves the right to reject any or all proposals received as a result of this RFP for sound, documentable, business reasons. APTA also reserves the right to negotiate separately with any source whatsoever in any manner necessary. APTA is not obligated to award any contracts solely based on any responses made or obtained. APTA reserves the right to waive any minor informalities or irregularities.

Proposal Due Date

APTA reserves the right to postpone the proposal due date, for sound documentable, business reasons.

Late Submissions

Late submissions will not be accepted. The entire proposal must be received, not merely a portion, on or before the due date.

Disclosure of Proposal Content

After evaluation, all information contained in submitted proposals is subject to release to the public under Michigan's Freedom of Information Act (1976 PA 422)

Modifications and Withdrawal of Proposals

Proposals may be withdrawn in writing at any time prior to the due date and time. A proposal may also be withdrawn in person by a proposing firm, provided the withdrawal is made prior to the due date and time. The proposing firm must sign a receipt of withdrawal. No proposal may be withdrawn after the due date unless there is a material error in the proposal. Withdrawn proposals may be resubmitted, with or without modifications, up to the due date and time. APTA shall require proof of agency from person withdrawing proposal.

Assignment

Neither party may assign, directly or indirectly, all or part of its rights or obligations under this agreement without prior written consent of the other party.

PROPOSAL EVALUATION FOR AWARD

The proposals will be evaluated using the selection criteria below which are listed below in order of importance, although the first three criteria are equally weighted. Price is less important than the other technical factors.

- Prior Experience – measured by similar projects. The evaluation will be based on samples of work and explanations of similar services offered to clients that yielded results and demonstrations of measurable impact of the bidder's work.
- Understanding the Context and Purpose – a determination will be made of the consultant's understanding of the project purpose, regional context, and aspirations for APTA.
- Capability and Qualifications – capability of staff that will be working on the project. The proposer's professional and project staff that work on the project must be the same staff that is identified in the proposal.
- Method of Approach – Technical approach to completing project, the comprehensiveness of the proposed approach, and the techniques to be used. The proposal should describe the approach and techniques used to achieve each item in the scope of work.
- Price – Proposals will be evaluated using the following formula: lowest proposal price/price being evaluated x points possible.

All proposals will be evaluated by a Selection Committee consisting of the APTA Executive Director and two (2) board members. The Selection Committee may be assisted by other technical personnel as deemed appropriate for the purpose of selecting the proposer with whom a contract will be executed. Representatives from the firm(s) in a competitive range may be contacted for an interview. Original scoring of the non-price criteria may be modified based on the results of the interview. Award may be to other than the lowest price proposal and will only be to a responsive and responsible firm.

TYPE OF CONTRACT AND DURATION

Project information management; surveys, gathering, analyzing, tracking, and utilizing data will be completed within four (4) months after the contract has been signed, and final report should be issued within 90 days after surveys are completed.

This will be a firm, fixed price contract.

TERMS OF PAYMENT

The contractor will submit invoices to APTA. Upon acceptance of invoice, APTA will submit a request for reimbursement to the State of Michigan. Reimbursement will take a minimum of 45 days processing. All invoices will be itemized. Once APTA receives reimbursement, a check will be issued within 10 days to the firm. Final payment will not be made until APTA verifies the project is complete and scope of work has been completed.

PROTESTS

All protests relating to this RFP, the selections and/or award, must be submitted in writing to APTA. Protests about specifications must be received 10 (10) days before the proposal due date. Post award protests may be received by APTA at any time after proposal opening, but not later than five (5) working days after notification to all proposers of the contract award decision. Failure to timely submit a written protest will result in forfeiture of any protest right. APTA will respond within 10 (10) days of receiving the protest. APTA is the final arbitrator on any question or dispute pertaining to proposals, proposal forms, and awards. This 'disputes' clause does not preclude consideration of questions of law in connection with decisions provided for above; if nothing in this contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

Proposal protests shall contain:

- a) The name and address of the protester
- b) Identification of the project
- c) A statement of the grounds for the protest and any supporting documentation. The grounds for protest shall be fully supported to the extent feasible. Additional materials in support of an initial protest may be permitted only at the sole discretion of APTA.
- d) The relief desired of APTA.

INDEMNIFICATION

The selected proposer shall indemnify, defend, and hold harmless APTA, its officers, agents, and employees, the State of Michigan, the Michigan State Transportation Commission, MDOT, and all officers, agents, employees thereof:

- From all claims by persons, firms, or corporations for labor, materials, supplies, or services provided in connection with any contract awarded, which the offeror shall perform under the terms of this contract; and
- From all claims for injuries to, or death of, any and all persons, for loss of or damage to property, environmental damage, degradation response, and cleaning costs, and attorney fees or other related costs arising out of, under, or by reasons of this Agreement, including the design of the project, except claims resulting from the sole negligence or willful acts or omissions of said indemnities, its agents or employees.

OTHER TERMS AND CONDITIONS

The selected proposer is not entitled to time extensions or compensation for delays or inconvenience.

The agency reserves the right to cancel the contract with thirty (30) days written notice.

The parties shall attempt to resolve any disputes arising out of or relating to this contract through negotiations with approved representatives. If the matter is not resolved by negotiation with 30 days of a written receipt for an invitation to negotiate, the parties will attempt to resolve the dispute in good faith through an agreed alternative Dispute Resolution.

All proposals become the property of APTA unless withdrawn before submittal date.

The proposer who is awarded the contract agrees that the auditor of APTA and authorized representatives from the State of Michigan shall have access to, and the right to examine, audit, excerpt any records pertinent to his contract. All records relating to this contract shall be retained for a minimum of three (3) years.