



Island Transit

REQUEST FOR PROPOSAL # 2024-005

Coupeville Maintenance Facility Mechanical Improvements

Proposals Due by 2:00 PM Pacific Time

Wednesday, October 16, 2024

An electronic copy of the complete RFP Document and support reference documents can be obtained by contacting Civic Initiatives at civic-paas.islandtransit@civicinitiatives.com, downloading from the Beacon Bids platform at <https://www.beaconbid.com/solicitations/civic-initiatives-883/open>, or visiting the Island Transit Procurement page at <https://www.islandtransit.org/Procurement>.

Each proposal must be submitted following the requirements in this Request for Proposal (RFP) package, which is also on file at Island Transit's Operations and Administrative Office, 19758 SR 20, Coupeville, WA 98239.

I. INTRODUCTION

The Island County Public Transportation Benefit Area (PTBA), dba Island Transit, is a municipal corporation of the state of Washington and is governed by a Board of Directors. The agency has a staff of 120 employees throughout the operations, maintenance, and administration departments, with an annual operating budget of \$21 M. Island Transit is the public transit agency providing fixed route, paratransit, on-demand, and rideshare services on Camano and Whidbey islands, with connections to Skagit and Snohomish counties, and service to the Washington State Ferry system. Island Transit is a fare-free system and utilizes sales tax, often volatile, as the primary source of the agency’s funding. The agency also uses federal, state, and local grant funding.

II. DESIGNATED PROCUREMENT REPRESENTATIVE

The Designated Procurement Representative for this RFP is:

Email: civic-paas.islandtransit@civicinitiatives.com

All communications regarding this RFP will be directed to the Designated Procurement representative by email, who will receive them in writing at the email address provided in this section.

Parties are not to contact transit employees or representatives directly regarding this RFP or its contents.

III. PROCUREMENT SCHEDULE

The procurement schedule for this project provided below is subject to change at the sole discretion of Island Transit. Only changes to the Proposals Due date will be communicated through the issuance of an addendum.

ACTIVITY	ESTIMATED DATES
Request for Proposal Published	October 2, 2024
Questions Due by 4:00 p.m. Pacific Time	October 8, 2024
Answers Provided	October 9, 2024
Proposals Due by 2:00 p.m. Pacific Time	October 16, 2024
Contractor Interviews (if necessary)	October 23, 2024
Highest Rated Contractor Selected	October 30, 2024
Notice of Intent to Award	November 5, 2024
Contract Documents Signed	November 12, 2024
Final Report Completed by	TBD

IV. SCOPE OF WORK

The awarded Contractor must provide all labor, equipment, and materials to make mechanical improvements to the Coupeville Maintenance Facility for the locations listed here.

- Administration Building
- Maintenance Building Bus Bays
- Refueling Building

The work includes, but is not limited to, improvements to mechanical/heating systems in the locations detailed in Attachment 'A.' Contractors responding to this solicitation must review the 'Mechanical Condition Report' provided as Attachment 'A' to this RFP.

Contractor Responsibilities:

- The Contractor will replace the existing Make-Up Air Unit per specifications and add ductwork inside and outside the building.
- Obtain necessary permits and approvals before any construction begins.
- Ensure the buildings remain operational throughout the project. If access to the building will be limited, the Contractor will provide advance notice to Island Transit.
- Island Transit must provide advance approval of any access restrictions.
- Maintain a clean site and provide a dumpster if necessary. The location of the dumpster must be approved by the Island Transit designated representative.
- At the end of each day, any equipment and materials that will not remain the property of Island Transit will be removed from the site. The contractor will properly dispose of all removed equipment and materials.
- Provide all tools and equipment required to safely and efficiently complete the project.
- Provide a one (1) year workmanship warranty.
- Provide updated certified as-built drawings.
- Provide all equipment manufacturer warranty information and documentation during project closeout.
- Perform an equipment inspection and service between the 10th and 12th months following project completion.
- Ensure new equipment starts according to the manufacturer's instructions and provide a complete and detailed startup checklist.

Requirements:

- Work must be performed between 6:00 a.m. and 3:00 p.m. PT, Monday through Friday, excluding any observed holidays by Island Transit. Other arrangements regarding available work hours must be requested no later than three (3) working days in advance and approved by the designated Island Transit representative.
- The following are Island Transit observed holidays, and no work will occur on these days.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

V. INSTRUCTIONS TO CONTRACTORS

A. Method of Procurement

Unlike a competitive sealed bid process, submittals received in response to this RFP will be evaluated but may not be publicly opened. An award determination will be made based on factors including but not limited to price. All aspects of the evaluations, including documentation, correspondence, meetings, or other information submitted in response to this RFP and any subsequent contract negotiations, shall remain strictly confidential from competitors or anyone outside the Evaluation Committee until a contract is executed with the successful Contractor. Contractors will only be told that their proposal was ranked within the competitive range, not where they placed, or the number of proposals evaluated.

B. Submittal

Solicitation responses must be delivered electronically by the date set forth in Part III. Procurement Schedule. The uploaded response, in PDF format and a minimum 10-point font, should be titled: “[Name of Contractor] Island Transit RFP 24-005.1 - Coupeville Maintenance Facility Mechanical Improvements RFP.” The [Name of Contractor] must be the name of the prime Contractor submitting the RFP response.

Contractors must also submit a cost proposal in PDF format using **Exhibit B, “Pricing Proposal Sheet.”** The pricing sheet must be in a separate file titled “[Name of Contractor] Island Transit RFP 24-005.1 - Coupeville Maintenance Facility Mechanical Improvements RFP Pricing Sheet.” The [Name of Contractor] must be the name of the prime Contractor submitting the RFP response.

The Pricing Proposal Sheet file will not be opened until each submitted response to this RFP has been carefully reviewed and evaluated and the highest-ranking Contractor has been selected. The Pricing Proposal Sheet will form the basis of contract negotiations.

Proposals and Pricing Proposal Sheets will be accepted until the time and date stated in the Procurement Schedule or as amended by the issuance of an Addendum.

The timeliness of proposal submissions is the sole responsibility of the responding Contractor.

Any proposal not received by the specified date and time will be automatically rejected and will not be further considered by Island Transit. At its sole discretion, Island Transit reserves the right to reject all proposals, disqualify nonconforming or incomplete proposals, waive deviations from the RFP, and determine whether Contractors are qualified.

All proposals submitted to Island Transit in response to this RFP shall become the property of Island Transit and will not be returned. Such proposals are subject to the Washington Public Records Act.

Proposals are valid for at least ninety (90) days following the stated due date and time.

One round of questions and responses is anticipated for this RFP. Questions regarding any part of the RFP may be submitted in writing via the Beacon Bids platform by the date set forth in Part III. Procurement Schedule. All questions shall be titled “**Coupeville Maintenance Facility Mechanical Improvements.**” All written requests for RFP clarifications must be received by the Question Due date and time stated in the Procurement Schedule.

No contact with Island Transit staff or Evaluation Committee members concerning this RFP is permitted. The Contractor may only rely on information received through the official question-and-answer process.

VI. PROPOSAL SUBMISSION

Proposals must be concise and well-organized, and the information must be included in each section in the following format. Each section will be marked with a divider sheet stating the section and its title as follows:

Proposal Section 0 – Transmittal and Introduction

This summarizes the Contractor’s proposal, experience, and qualifications, providing information on why they are pursuing this work and how they are uniquely qualified to perform it.

Transmittal Letter:

The proposing Contractor must submit a Transmittal Letter signed by an official authorized to solicit business and enter into contracts. The Transmittal Letter must contain the following information and statements:

- a. Full Business Name, as registered, to include any doing business as (DBA) information.
- b. Mailing Address and Physical Address (if different).
- c. Company History and Years in Business.
- d. Please provide the Name, Title, email, and additional Contact Information for the following.
 - Company Authorized Official, a legal company representative responsible for contract negotiation and signature.

- If different from the Authorized Official, include the name of the person who prepared the RFP response.
- e. Contractor's Federal Tax Identification Number.
- f. Contractor's WA State Unified Business Identification (UBI) Number.
- g. DBE, M/WBE, and/or SBE Certification Number(s) (if applicable).
- h. Proposals submitted in response to this RFP may be released as public information following requirements of the laws covering same. (Any proprietary information must be marked.)
- i. The proposal and Costs must be valid and binding for ninety (90) days following the Due Date of the proposal and will become part of the contract negotiated with Island Transit.

Proposal Section 1 – Company and Staff Experience

This section is intended to have Contractors attach written narratives to each sub-section listed below that demonstrate their understanding of the scope of work and the Contractor's capacity and ability to fulfill those requirements.

1. Company Background

- a. Provide a brief history of the company, including Month/year of establishment, organizational structure, number and type of personnel, location of office(s), regular business hours, holidays not normally worked, and company philosophy of doing business and relationship with its clients.
- b. If applicable, provide a brief history of each proposed subcontractor [individual(s) or business], their organization, number and type of personnel, and the location of the subcontractor's office.
- c. Provide the status of any current or pending litigation against the Contractor or an agent of the Contractor that could affect the Contractor's ability to deliver the proposed services. If there are no litigations to report, please state that fact.

2. Experience and Qualifications

Provide a summary of the Contractor's HVAC-related or similar duties and desired qualifications. Describe any previous experience on similar or related projects of comparable size and nature to the work described in this RFP. Detail the experience of the individual(s) performing the work described in this RFP.

3. Project Staff and Organization

Identify the Project Manager and key personnel performing the required work described in this RFP and the task(s) to which each will be assigned. Also, the individual preparing the RFP response must be identified. If prepared by the Authorized Official, please mark this response as "Self."

Proposal Section 2 –Approach & Scope of Work

Using Attachment ‘A’ to this RFP, describe your company’s approach to resolving the deficiencies in each area identified in the Coupeville Maintenance Facility Survey – Mechanical Condition Report.

The affected areas are:

- a. Administration Building (Open Office 133)
- b. Maintenance Building Bus Bays
- c. Refueling Building
- d. Maintenance Building System Upgrades (fuel)

1. Approach and Scope of Work

Respondents will describe the approach and method they will use to address the deficiencies identified in Attachment A. For each location, Respondents will also provide a Scope of Work and a detailed list of materials and equipment to be installed or incorporated into the project area.

a. Administration Building (Open Office 133)

- i. Approach
 - a) Describe the approach you will use to address the deficiencies in this project area as described in Attachment ‘A.’
 - b) If your approach or solution for the deficiency differs from the recommendation in Attachment ‘A,’ describe why a different approach and methodology are being proposed. Describe how the different approaches and methodologies provide cost savings or a better solution or outcome.
- ii. Scope of Work – Provide a Scope of Work that will be completed in this project area. Include a detailed list of materials and equipment to be installed or incorporated into this project area.

b. Maintenance Building Bus Bays

- i. Approach
 - a) Describe the approach you will use to address the deficiencies in this project area as described in Attachment ‘A.’
 - b) If your approach or solution for the deficiency differs from the recommendation in Attachment ‘A,’ describe why a different approach and methodology are being proposed. Describe how the different approaches and methodologies provide cost savings or a better solution or outcome.
- ii. Scope of Work – Provide a Scope of Work that will be completed in this project area. Include a detailed list of materials and equipment to be installed or incorporated into this project area.

c. Refueling Building

- i. Approach

- a) Describe the approach you will use to address the deficiencies in this project area as described in Attachment 'A.'
 - b) If your approach or solution for the deficiency differs from the recommendation in Attachment 'A,' describe why a different approach and methodology are being proposed. Describe how the different approaches and methodologies provide cost savings or a better solution or outcome.
- ii. Scope of Work – Provide a Scope of Work that will be completed in this project area. Include a detailed list of materials and equipment to be installed or incorporated into this project area.

Proposal Section 3 – Similar Project References

The proposing Contractor must provide no less than three (3) client references. Projects must be relative and similar in size and scope to the work proposed in response to this RFP and either in progress or completed within the last five (5) years. Projects that have been awarded but are not yet in service are not eligible for experience. Island Transit reserves the right to visit and contact any or all listed references. The following information must be provided:

- a. Company Name
- b. Contact Name, Address, E-mail, and Phone Number
- c. Dollar Value of Contract
- d. Brief Description of the Work
- e. Dates of Contract

In addition to references, Island Transit requires that the Contractor list in their proposal any instances of contract cancellation or litigation from the past five (5) years, current or resolved.

Proposal Section 4 – Cost Proposal

Provide a detailed breakdown of costs for all labor, materials, and services associated with the completion of this project. The Price Proposal must include costs for addressing heating and cooling issues in the Administration Area, Maintenance Bays, and Refueling Building. The proposal must include an identified total cost for the project.

The cost proposal, at a minimum, must be broken down into sub-totals for each area:

- a. Administration area,
- b. Maintenance bays, and
- c. Refueling building.
- d. Maintenance Building System Upgrades (fuel)

This table is an example of the minimum detail required in the cost proposal. Respondents are encouraged to provide more details, such as labor, material, and equipment costs for each location.

Item No.	Location / Area	Quantity	Unit of Measure	Lump Sum Price
1.0	General Conditions	1	Lump Sum	
2.0	Administration Building	1	Lump Sum	
3.0	Maintenance Building Bus Bays	1	Lump Sum	
4.0	Refueling Building	1	Lump Sum	
5.0	Maintenance Building System Upgrades	1	Lump Sum	
Total Cost Proposal				

This Project shall be priced and proposed on a total Lump Sum price basis. The lump sum shall include everything necessary for the completion of the Work as detailed in the Proposal, including but not limited to furnishing all labor (prevailing wages apply), materials, equipment, supplies, tools, plant, and other facilities, all management, supervision, services, insurance, licenses, permits, fees, inspections, and all other incidental costs necessary, except as may be provided otherwise in the Proposal Documents.

In the opinion of Island Transit, Island Transit may request clarification on costs from one, some, or all respondents should the cost proposal be unclear or unbalanced.

All Costs must include state Sales Tax for all materials and equipment.

Any required permits must be included in the costs under 1.0 General Conditions.

VII. EVALUATION PROCEDURES

A. Review Committee & Selection Committee

1. Transit staff will review all timely submittals to determine if they are responsive and responsible compared to the stated requirements and will establish a list of Contractors to be further considered. A review panel of three (3) or more persons may include non-agency employees who offer subject matter expertise.
2. Island Transit reserves the right to request additional information that, in Island Transit’s opinion, is necessary to ensure that the Contractor’s competence, qualified employees, business organization, and financial resources are adequate for performing the services requested in this RFP.
3. Finalists may be invited to make an oral presentation to the Evaluation Committee.
4. The Evaluation Committee will use the additional information gathered in oral interviews to update its score and attempt to negotiate a mutually satisfactory agreement with the highest-ranking proposing Contractor. If an agreement cannot be reached with the highest-ranking Contractor, Island Transit will attempt to negotiate an agreement with the next-ranked Contractor, and so forth.

5. Approval of the Contractor recommended by Island Transit staff will be submitted to the Executive Director to award the contract.

B. Evaluation Criteria and Scoring

Evaluation Criteria Are listed in order of importance and are relative to parts enumerated on the Proposal Form. Each criterion has a pre-assigned weight to evaluate its relative importance.

Evaluation Criteria	Weight
Proposal Section 0 – Transmittal and Introduction	Unscored
Proposal Section 1 – Company and Staff Experience	20
Proposal Section 2 – Approach and Scope of Work	30
Proposal Section 3 – Similar Project Experience / References	30
Proposal Section 4 – Cost Proposal	20
Maximum Total:	100

Island Transit will evaluate the proposals and determine which provides the best value. In determining the best value, consideration will be given to both qualitative and technical criteria in Proposal Sections 1-3 and the Cost proposal. Best value is the best combination of quality/technical and cost, not necessarily the lowest cost or the highest quality/technical score, but the best combination of price and service performance.

If an agreement cannot be reached with the highest-ranking Contractor or is determined not to be the best value for Island Transit, Island Transit will negotiate an agreement with the second highest-ranking Contractor, and so forth.

Island Transit will score proposals using a five-point system where five (5) is the maximum, and one (1) is the minimum. The following is a description of each score:

Score	Rating	Definition
5	Excellent	Exceeds expectations, is very innovative, and is markedly superior to the average or expected norm. It has an excellent probability of successfully achieving all objectives and exceeding RFP specifications.
4	Above Average	A good probability of success is better than average or expected as the norm. Achieves all objectives per RFP requirements and expectations.

Score	Rating	Definition
3	Acceptable	Acceptable, achieves all objectives in a reasonable fashion per RFP specifications. This will be the baseline score for each item, with adjustments based on the evaluation committee members' interpretation of the submission.
2	Fair	The proposal has a reasonable probability of success; however, some objectives may not be met.
1	Poor	Below average, falls short of expectations, is substandard to the average or expected norm, and has a low probability of success.

Scoring will be calculated by multiplying the evaluator's score for each criterion by the weight of the evaluation criteria. All results will be totaled.

The Cost Proposal (Proposal Section 4) will be evaluated using the cost-per-point method. The formula for this method is:

Step 1

$$\text{Proposal Cost} \div \text{Total Quality Points} = \text{Cost Per Point (Cpp)}$$

Step 2

$$((\text{Lowest Cpp} \div \text{Evaluating Cpp}) \times \text{Cost Weight}) = \text{Score}$$

After calculating all points, respondents will be ranked based on the total points. The respondent receiving the most points overall will be the top-ranked respondent.

VIII. CONTRACT AWARD AND EXECUTION

Island Transit will evaluate all proposals received by the stated deadline and select the proposal that represents the best value based on the evaluation criteria. Island Transit reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should initially be submitted using the most favorable terms to Island Transit. It is understood that the proposal will become a part of the official file on this matter without obligation to Island Transit.

A. Notice of Intent to Award

Once the Evaluation Committee has successfully negotiated an agreement with the Contractor, Island Transit staff will send the recommended Contractor three (3) original copies of the attached Terms and Conditions. Upon receiving these documents, the recommended Contractor shall sign all three (3) copies of the Terms and Conditions and return them to Island Transit within five (5) business days.

B. Method of Award

Island Transit may award none, some, or all areas of the Coupeville Maintenance Facility covered in this Request for Proposal. Island Transit will be the sole determinant as to which areas to award.

C. Final Determination

The Evaluation Committee will forward its recommendation for the contract award and the three (3) signed copies of the Agreement to Island Transit’s Executive Director. After reviewing and considering this recommendation, Island Transit’s Executive Director can:

- 1) award the contract; or
- 2) reject all proposals.

The general conditions and specifications of the RFP as proposed by Island Transit and the successful Contractor’s response, as amended by agreements between Island Transit and the Contractor, will become part of the contract documents.

The Contractor selected as the successful Contractor must enter into a contract agreement with Island Transit.

Proposing Contractors must indicate exceptions that the Contractor takes to any Terms and Conditions listed in this RFP, including the attachments and proposed agreement. Proposals that take exception to the specifications, terms, or conditions of this RFP or the proposed agreement or offer substitutions shall explicitly state the exception(s), reason(s) therefore, and language substitution(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean that the Contractor accepts the conditions, terms, and specifications of the RFP and the proposed agreement.

RFP Reference	Contractor Proposal Reference	Brief Explanation of Exception	Island Transit Acceptance
(Reference specific outline point to which exception is taken)	(Page, section, items in Contractor’s proposal where exception is explained)	(Short description of exception being made)	(Sign here only if accepted)
1)			
2)			
3)			
4)			
5)			
6)			
7)			

IX. GENERAL TERMS AND CONDITIONS

A. Unsuccessful Contractors/Selection Disputes

After the Evaluation Committee finalizes its recommendation, the unsuccessful Contractors will be notified of Island Transit's intent to recommend the Island Transit Executive Director award the contract to the recommended Contractor.

Unsuccessful Contractors will be debriefed upon their written request. Debrief requests must be submitted to Island Transit staff within five (5) business days after the Island Transit Executive Director awards the contract.

B. Appeals

Contractors who wish to appeal against the disqualification of the proposal or the award of the contract may submit the appeal in writing to Dan Heverling within ten (10) working days of the issue date on the Notice of Award or disqualification. Appeals must be sent to the following address:

Island Transit
Attention: Dan Heverling, Finance Manager
19758 SR 20
Coupeville, WA 98239

The appeal must describe the specific citation of law, rule, regulation, or common business practice upon which the protest is based. Neither the judgment used in the scoring by individual evaluators nor disagreement with the procurement process shall constitute grounds for appeal. Island Transit will not consider any protest based on items that could have been or should have been raised before the deadline for submitting questions or requesting addenda. Filing a protest shall not prevent Island Transit from executing a contract with any other Contractor.

C. RFP Amendments

Island Transit may change the schedule or issue amendments to the RFP at any time and cancel or reissue the RFP.

D. Contractor's Cost to Develop Proposal

Costs for developing proposals in response to this RFP are entirely the obligation of the Contractor and shall not be chargeable in any manner to Island Transit.

E. Withdrawal of Proposals

Proposals may be withdrawn before the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

F. Rejection of Proposals – Waiver of Informalities or Irregularities

Island Transit reserves the right to reject any proposals, waive any minor informalities or irregularities contained in any proposal, and accept any proposal deemed to be in the best interest of Island Transit.

G. Proposal Validity Period

Submission of a proposal will signify the Contractor's agreement that its submission and content are valid for ninety (90) days following the submission deadline and will become part of the contract negotiated between Island Transit and the successful Contractor.

H. Public Records

RCW 42.56.070(1) requires Island Transit to make available for inspection and copying nonexempt "public records" per published rules. The act defines "public records" as "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by Island Transit regardless of physical form or characteristics. A "public record" can be any writing "regardless of physical form or characteristics." RCW 42.56.010 (3). "Writing" is defined very broadly as: "... handwriting, typewriting, printing, photo stating, photographing, and every other means of recording any form of communication or representation including, but not limited to letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated." RCW 42.56.010(4). An e-mail, text, social media post and database are therefore also "writings."

Under Washington state law, the documents submitted in response to this Request for Proposals (the "documents") become a public record upon submission to Island Transit, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific Island Transit RFP #01-23 / Compensation Study Services provision of law. If Island Transit receives a request for inspection or copying of any documents provided by a Contractor in response to this RFP, it will promptly notify the Contractor at the address given in response to this RFP that it has received such a request. Such notice will inform the Contractor of the date Island Transit intends to disclose the documents requested and afford the Contractor a reasonable opportunity to obtain a court order prohibiting or conditioning the release of the documents. Island Transit assumes no contractual obligation to enforce any exemption.

Declaration in Written Form

Provide a statement that identifies any known or potential conflicts of interest in the solicitation and award of a contract resulting from this solicitation.

