



Basin Transit Service Transportation District

1130 Adams Street

Klamath Falls, OR 97601 541-883-2877

REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS (RFP)

Headquarters Interior Renovation Project

(Floor Replacement & Interior Painting)

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Closing - Submittals Must Be Received By 4:30 PM on April 1, 2026

BASIN TRANSIT SERVICE

REQUEST FOR PROPOSALS (RFP)

Headquarters Interior Renovation Project

(Floor Replacement & Interior Painting)

1. INTRODUCTION

Basin Transit Service (BTS) is soliciting sealed proposals from qualified contractors to complete interior renovations at the BTS Headquarters facility. The project includes:

- Replacement of interior flooring with Luxury Vinyl Plank (LVP)
- Optional epoxy urethane restroom flooring system
- Optional sound muffling barrier installation
- Optional baseboard material upgrades
- Interior office painting
- Associated demolition, preparation, and finish work

The work shall be completed in phases to minimize disruption to operations, including coordination within active operational areas such as the Operator/Dispatch Office.

2. PROJECT LOCATION

Basin Transit Service Headquarters
1130 Adams Street
Klamath Falls, OR 97601

3. AREAS INCLUDED

The following areas are included in this project:

RFP-Basin Transit Service Headquarters Interior Renovation Project

- Offices
- Operator/Dispatch Office
- Bathrooms (Men's and Women's)
- Entrance vestibule
- Conference room
- Storage room
- Kitchen
- Hallways
- Front office

Areas Excluded:

- Bus bays

SECTION A – FLOORING SCOPE OF WORK

4. BASE BID – FLOORING

The contractor shall provide all labor, materials, supervision, equipment, and incidentals required to:

1. Remove and dispose of existing flooring.
2. Perform all demolition associated with flooring removal.
3. Prepare subfloor per manufacturer specifications.
4. Install new resilient Luxury Vinyl Plank (LVP) flooring in all included areas (including Operator/Dispatch Office and restrooms unless Alternate 1 is selected).
5. Install rubber resilient baseboards following flooring installation.
6. Coordinate phased installation.
7. Perform after-hours work as required, particularly in operational areas such as the Operator/Dispatch Office.

Special care shall be taken in the Operator/Dispatch Office to ensure minimal disruption to transit operations. Coordination with BTS management will be required.

5. FLOORING MATERIAL ALLOWANCE

- A material allowance of **\$3.50 per square foot** for LVP flooring is included.
- If selected flooring costs less than \$3.50 per square foot, BTS will receive a credit equal to the difference.
- If selected flooring exceeds \$3.50 per square foot, BTS will pay the difference.

6. SUBFLOOR LEVELNESS REQUIREMENTS & SELF-LEVELING APPLICATION

Most LVP manufacturers require floor levelness variance not exceed **1/4 inch in any direction**, or as specified by the selected manufacturer.

The contractor shall:

- Inspect and measure slab levelness prior to installation.
- Document findings.
- Notify BTS of non-compliant conditions.

If the slab does not meet required tolerances:

- A self-leveling underlayment must be applied prior to installation.
- Installation must comply strictly with manufacturer specifications.
- Provide unit pricing per square foot.
- No self-leveling work shall proceed without written authorization from BTS.

SECTION B – FLOORING ALTERNATES / UPGRADES

Alternate 1 – Epoxy Urethane System in Bathrooms (Upgrade in Lieu of LVP)

If selected, this upgrade replaces LVP flooring in the Men’s and Women’s restrooms.

Scope Includes:

- a. Recut control joints if necessary.
- b. Apply joint filler.
- c. Grind floors using 30 grit pucks.
- d. Apply two (2) coats of epoxy, incorporating decorative flake in the second coat.
- e. Sand floors.
- f. Apply two (2) coats of urethane over the flake.
- g. Install an integrated 4-inch CRU (Chemical Resistant Urethane) cove base matching the flooring system.

The system shall:

- Provide a seamless, sanitary, and moisture-resistant surface.
- Be suitable for commercial restroom use.
- Be installed per manufacturer specifications.

If selected, this amount shall be added to the base bid and LVP shall not be installed in restroom areas.

Alternate 2 – MDF & PVC Baseboard Upgrade

Upgrade includes:

- MDF composite baseboard throughout most of the building.
- Solid PVC baseboard in restrooms.

Material Characteristics:

- MDF: Smooth composite suitable for painted interior environments.
- PVC: Waterproof and highly durable for wet areas.

Baseboards:

- May be painted in a color selected by BTS.
 - Shall be primed, installed, caulked, and finished.
 - Replace the rubber resilient base included in the base bid.
-

Alternate 3 – Floor Sound Muffler Barrier

Provide optional pricing for installation of a sound muffling barrier prior to LVP installation.

Requirements:

- Designed specifically for use with Luxury Vinyl Plank flooring.
- Capable of reducing walking noise by up to 70%.
- Compatible with selected LVP system.
- Installed per manufacturer specifications.

Floor Muffler Encore is identified as an acceptable performance standard. Equivalent products must demonstrate comparable acoustic performance.

SECTION C – INTERIOR OFFICE PAINTING

7. PAINTING SCOPE

The contractor shall provide all labor and materials necessary for interior painting of all included areas, including the Operator/Dispatch Office.

Preparation & Protection

1. Move large furniture items as necessary.
 - o Pack and move small decorative items.
 - o BTS staff responsible for unplugging/reinstalling electronics.
2. Protect flooring, furniture, and equipment.
3. Repair drywall cracks and perform moderate drywall repairs.
4. Light sanding of surfaces.
5. Caulk necessary gaps.
6. Spackle nail heads and imperfections.
7. Final wipe down and vacuum upon completion.

Special coordination shall be required in the Operator/Dispatch Office to minimize disruption to active dispatch operations.

8. PAINT APPLICATION

All surfaces shall be prepared and primed as required. Two (2) coats shall be applied.

Approved Paint Schedule

- Trim, jambs, doors: Sherwin Williams Emerald Urethane Enamel
- Walls: Sherwin Williams Promar 200 HP
- Gypsum ceilings: Sherwin Williams Promar 200
- Restroom walls & ceilings: Sherwin Williams Pre-Catalyzed Epoxy

Equivalent products require approval.

SECTION D – PROJECT PHASING & OPERATIONAL COORDINATION

- Work shall be completed in coordinated phases.
- Contractor must provide detailed schedule.
- Areas must be restored to operational condition after each phase.
- After-hours or weekend work may be required in the Operator/Dispatch Office.
- Contractor shall coordinate closely with BTS management to ensure uninterrupted transit operations.

SECTION E – PROPOSAL REQUIREMENTS

Proposals must include:

1. Company qualifications.
2. Base bid pricing.
3. Detailed phasing and coordination plan.

Proposal Contents

Written proposals shall not exceed 35 pages (including attachments). At a minimum, the following information should be included and clearly labeled:

1. Work plan and schedule to complete the project scope of work, identifying milestones and deliverables.
2. Cost proposal. The cost proposal shall be fully inclusive of all services, overhead, and direct expenses. The total cost shall be a guaranteed maximum price.

RFP Questions, Contact Person, and Schedule

Questions

Questions concerning this RFP will be responded to collectively and made available for all interested applicants via the BTSTD website. All inquiries shall be made by email and must be submitted no later than 5:00 PM on March 25th, 2026 to the person listed below. **No oral questions will be taken or responded to.** The inquiries and responses will be posted on the BTSTD website no later than March 28th, 2026. Interested applicants must view BTSTD's RFP webpage at: <https://www.basintransit.com/requests-for-proposals-BTSTD/> so that they are notified of any addenda to the RFP, or for responses to questions received. No other notice of addenda or responses will be provided.

Contact Person:

ADRIAN MATEOS | GENERAL MANAGER

RFP-Basin Transit Service Headquarters Interior Renovation Project

1130 Adams Street
 Klamath Falls, OR 97601
 Phone: (541) 883-2877
 Cell: (541) 591-5190
adrianmateos@basintransit.com

Schedule

The RFP schedule is as follows in Figure 2. The schedule may be modified by posted addenda.

Figure 2 – RFP Schedule

Tasks	Deadline/Dates
Publish RFP	March 19th, 2026
Vendor Questions Due	5:00 PM, March 27th, 2026
BTSTD Response to Vendor Questions	No later than March 30h, 2026
Vendor Proposals Due	4:30 PM, April 1, 2026
Evaluation and Ranking of Proposals	April 3th, 2026
Interviews (if necessary)	April 7-9, 2026 (tentative)
Contract Start Date	No later than May 1 st , 2026; no earlier than April 30th

Proposal Evaluation

A panel will be formed to evaluate the proposals and make a recommendation in consultation with the general manager, which will then go to the BTSTD Board of Directors for approval. The proposal will be based on the scoring criteria presented in Figure 3.

Figure 3 – Proposal Scoring Criteria

Criteria	Scoring Weight %
Thoroughness of proposal in addressing the work tasks above under Project Scope of Work.	60
Proposed Guaranteed Maximum Price is equal to or less than the available funding amount (Yes = 25 points, No = 0 points)	40

In unusual circumstances where a recommendation cannot be made based on the proposals alone, the highest ranked consultants may be invited to an interview.

If no proposals are equal to or less than the available funding amount, the District may negotiate with the highest scored proposer to reduce scope to achieve a guaranteed maximum amount that meets the available funding amount.

Contract Award

The anticipated start date is no later than June 1st, 2026, with a August 15th 2026, contract expiration. Consultant selection will be based on a combination of funding availability and the value of the services to be provided.

Standard Consulting Agreement

The successful proposer shall be required to execute the form of Personal Services Agreement (PSA) included as Attachment A to this RFP.

Protest Procedure

All protests, signed by the protesting party, must be received in writing within seven (7) days from the results notification and be addressed to the Basin Transit Service Transportation District, Chairperson.

Protests should be transmitted to:
Basin Transit Service Transportation District
Attention: Board of Directors, Chairperson
1130 Adams Street
Klamath Falls, OR 97601

Such protest shall include the detailed facts leading up to the protest. Include a description of the expected relief or corrective action in the protest. The protest should stipulate an issue of fact concerning the following points:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator(s);
- Errors in computing scores; and/or
- Non-compliance with procedures described in this RFP or BTSTD's established policies.

BTSTD will reject protests without merit if they address issues such as an evaluator's professional judgement on the objective quality of a proposal. The BTSTD Chairperson will review and respond to protests within five (5) business days from receipt. The written decision of the Chairperson shall be final, binding, and conclusive on the parties.

Proposal Submittal

Consultant proposals must be submitted to:

Basin Transit Service Transportation District
Attn: ADRIAN MATEOS | GENERAL MANAGER
1130 Adams Street
Klamath Falls, OR 97601

RFP-Basin Transit Service Headquarters Interior Renovation Project

Phone: (541) 883-2877
Cell: (541) 591-5190
adrianmateos@basintransit.com

Submittals must be received at the BTS office before 4:30 PM on April 1, 2026 to be responsive. No proposals will be accepted after that time and late proposals shall not be considered. Postmarks are not acceptable. Consultants may deliver the proposal by email, by mail, or delivery service. Proposal receipt will be acknowledged by email.

The cost of preparing and submitting a proposal, pre-contract meetings and participating in an interview, if held, are at the sole expense of the proposer. BTSTD reserves the right to reject any or all proposals, and to waive any informality, technical defect, or clerical error in any proposal at BTSTD's discretion. Solicitation of proposals in no way obligates BTSTD to contract with any firm or individual. The decision to approve and award a contract is at the discretion of BTSTD.

Modification or Withdrawal of Proposal: Any proposal received prior to the deadline may be withdrawn or modified either personally, through e-mail, or by written request of the consultant. A request to withdraw must be received before the proposal deadline. To be considered, a modification must be received in writing, with the same number of copies as the original proposal, prior to the proposal deadline. Proposals may only be withdrawn following the proposal deadline only as allowed by rule.

RFP Addendum(a): Any changes to the RFP will be made by written addenda issued by BTSTD and shall be considered part of the RFP. The RFP deadline may be extended dependent upon the nature of the changes issued. Upon issuance, such addenda shall be incorporated into the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation. All addenda will be posted on-line only. It will be the consultant's responsibility to assure that all addenda are incorporated into the proposal as required according to all the terms and conditions for submittal of the proposal. In no event will BTSTD modify the RFP with less than five (5) days remaining to the deadline, without extending the RFP deadline.

Verbal Agreement or Conversation: No prior, current, or post-award verbal conversations or agreement(s) with any officer, agent, or employee of BTSTD shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

Special Funding Considerations: Any contract resulting from this RFP will be financed with funds available to BTSTD. The contract for this service is contingent upon the provision of these funds to BTSTD. In the event these funds are reduced or eliminated, BTSTD reserves the right to terminate or revise any contract.

Alternatives: Consultants may not alter objectives and deliverables of the RFP in the response to the RFP. If the consultant brings to BTSTD's attention, at least ten (10) days before the RFP deadline, an alternative end product than the RFP delineates, BTSTD reserves the right to cancel the RFP and re-bid the project.

DBE Requirement: BTSTD has determined that disadvantaged business enterprises, as defined in 49 CFR Part 26, will have the opportunity to compete fairly for contracts financed, in whole or in part, with federal funds. BTSTD encourages respondents to include the participation of DBE businesses within your proposal.

Equal Employment Opportunity/Affirmative Action: In awarding a contract to a consultant, BTSTD includes language within the contract which requires the consultant to certify their compliance with state and federal equal employment regulations.