



177 N. Church Avenue, Suite 405, Tucson AZ 85701
Phone: (520) 770-9410 Fax: (520) 620-6981

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REQUEST FOR PROPOSALS REIMAGING EXISTING SUN TRAN AND VAN TRAN FLEETS

The Regional Transportation Authority of Pima County (RTA) seeks sealed proposals from qualified firms for the purpose of providing comprehensive Paint Refinishing and Reimaging Services on Sun Tran and Van Tran vehicles, per the Scope of Work herein. The types of vehicles to be serviced under this contract will include, but are not limited to 40-foot transit buses and 24-foot paratransit buses; bus manufacturers include New Flyer, Nova, Gillig, and Starcraft. This project will be managed by the Regional Transportation Authority (RTA) of Pima County in coordination with regional stakeholders including Sun Tran, Van Tran and RTA member agencies.

The quantities indicated are given as general guides for bidding purposes for the period of the contract only and are not guaranteed amounts, but represent a "good faith" estimate of the RTA. The Agency reserves the right to increase or decrease quantities as the demand requires. The work is scheduled to commence on February 9th for paint and February 13th for wrap and vinyl installation.

If you have any questions regarding this RFP please submit them via e-mail to Ellen Cuddeback (ecuddeback@pagnet.org) by **December 10, 2008** at 5:00 p.m. or can be submitted at the pre-proposal conference on **December 3, 2008**. All submitted questions will be answered by **December 11, 2008** and will be posted on our website (rtamobility.com). If submitting via e-mail proposers are encouraged to submit their questions as early as possible to allow the RTA adequate time to prepare accurate and comprehensive responses. The pre-proposal conference is scheduled for :

Wednesday, December 3rd
10:00 am – 12:00 pm
5th Floor Small Conference Room
Pima Association of Governments/RTA
177 N. Church Avenue
Tucson, AZ 85701

All proposals must be received by the RTA on or before **December 18, 2008 by 2:00 pm**. All proposals will be opened at 2:15 p.m. The RTA reserves the right to disqualify any and all proposals, which are not in accordance with the prescribed requirements of this RFP.

The award of a contract for this project is anticipated to occur around **January 27, 2009** the work is scheduled to commence on **February 9, 2009** for paint and **February 13, 2009** for wrap and vinyl installation.



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All questions regarding this RFP should be directed to Ellen Cuddeback, RTA Procurement Officer, at (520) 792-1093 extension 486, e-mail ecuddeback@pagnet.org.

A. INTRODUCTION

The Regional Transportation Authority is the fiscal manager of the funds that were approved by voters in the 20-year Regional Transportation Authority Plan on May 16, 2006. The RTA oversees implementation of voter-approved projects while local jurisdictions take the lead on projects within their boundaries. If deemed appropriate by the RTA Board, the RTA may take the lead on a project, particularly if the project is providing a service and/or is of regional significance. After a project that has a jurisdictional sponsor has begun, the RTA reimburses the jurisdictions for the work completed.

The RTA Board consists of representatives from the incorporated cities and towns within Pima County and the contiguous urbanized area, the Tohono O'odham Nation, the Pascua Yaqui Tribe and Pima County. The Pima County representative to the Arizona State Transportation Board is also a member of the RTA Board.

This RFP describes a scope of work to be performed that is intended to be representative of desired activities, products, and outcomes.

Potential proposers should carefully review all requirements contained in this document for presentation and submittal and prepare a written proposal that is responsive to those requirements.

B. SCOPE OF WORK

If applicable, all work performed on this project must comply with Federal requirements associated with the fund source(s) being used for this project. RTA and RTA member jurisdictions involved in the project will serve to coordinate this with selected contractors.

C. INSTRUCTIONS TO PROPOSERS

The RTA reserves the right to cancel this solicitation in part or in whole at any time and reserves the right to reject all proposals.

The RTA reserves the right to disqualify any and all proposals, which are not in accordance with the following prescribed requirements.

Proposers are cautioned to be concise and straightforward in the presentation of their proposal.

Letter of Transmittal

- Provide a letter of transmittal that briefly states the proposer's understanding of the work to be done and a positive commitment to perform the work within the scheduled time period.
- Identify the fixed amount of all work to be performed and generally describe the level of effort required to perform the work.
- Provide a statement that the proposal, including Price Page, will remain valid and irrevocable for at least ninety (90) days.
- List the name, title, address and phone number of the project manager.
- List the name and title of the officer authorized to make representations for the proposer.
- Provide an original ink signature by the officer authorized to sign, date, and submit the proposal.

Title Page

- Provide a Title Page that indicates the project title, names and addresses of the primary contractor firm and each sub-contractor, if any.
- Provide the name, title, address, and phone number of the project manager.

Table of Contents

- Provide a Table of Contents that clearly indicates the organization of the material by section heading and page number.

Proposal Contents

- Describe the extent to which the proposer's planned approach will meet or exceed the stated objectives of the work and discuss how the proposer would modify the project scope, schedule, and/or cost to better meet project objectives.
- Discuss the difficulties expected or anticipated in performing the work together with a discussion of how the proposer plans to overcome or mitigate against those difficulties.
- Detail the technical approach and methods to be employed in performing each of the tasks identified in this scope of work.
- Provide a detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones, and other significant events.
- Explain what quality control and administrative processes that will be used to ensure appropriate attention will be given to successful execution of the work.



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Qualifications of Primary Contractor and Sub-Contractor

- Describe the qualifications of the primary contractor and each sub-contractor, if any.
- Describe relevant, recent experience for the primary contractor firm and each sub-contractor, if any.
- Identify the key project individuals who will perform the work, including officers and the project manager.
- Provide a statement disclosing whether any likely source of significant financial or other conflict of interest might arise in the conduct of performing the work.

Equipment Specifications

- Brand names and number when given are for reference only unless otherwise specified in the scope of work.
- Deviations from specifications will be accepted for evaluation so long as those deviations are cross-referenced to the items hereinafter set forth and fully explained with regard to their impact on the end performance of the item.
- Failure to examine any drawings, specifications, and instructions will be at respondent's risk.

Administrative Requirements

- Submit a Proposer's Information Form (Appendix B)
- This will be a fixed fee contract.
- All invoices for this contract shall be delivered in person or sent by mail to the RTA.
- A monthly progress report sent to the RTA project manager is required.
- The firm that is selected will be required to comply with Titles VI and VII of the Civil Rights Act of 1964. The contractor will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41CFR Part 60).
- The firm selected will be required to comply with the RTA insurance requirements, which may include: Workmen's Compensation, Comprehensive General Liability Insurance, Business Automobile Liability Insurance, Valuable Papers Insurance, and Professional Liability Insurance.
- The Prime Contractor will pay Subcontractors for satisfactory performance of contracts no later than fourteen (14) calendar days from the date that the Prime Contractor receives payment from the RTA.



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References

- Provide a list of at least three clients, with contact names, addresses, phone numbers, and brief descriptions and dates for projects where similar, recent work was performed as required in Proposal Evaluation Requirements.

Confidential Information

- If a proposer believes any portion of its proposal contains confidential information, state what portion is considered confidential and request the RTA make a determination.
- The RTA Executive Director will make a determination of whether any information requested is to be treated as confidential during the procurement process in accordance with the RTA's Procurement Guidelines.
- All proposals become the property of the RTA upon submittal and a matter of public record subsequent to award of a contract, including any confidential information.

Small and Minority Business and Women's Business Enterprises

- It is the RTA's policy, as a federally assisted agency, to encourage small and minority businesses and women's business enterprises to submit proposals.
- State whether the primary contractor firm or any sub-contractors are a small or minority business or a woman's business enterprise.

Proposal Submission

- One signed original and 6 bound paper copies of the proposal shall be delivered by no later than Friday, **December 18, 2008** @ 2 PM to:

Ellen Cuddeback, PAG Procurement Officer
Pima Association of Governments/RTA
177 N. Church Avenue, Suite 405
Tucson, AZ 85701

- Proposals may be delivered to the RTA's office by U.S. Postal Service mail, private, paid messenger service (such as FedEx, DHL, UPS, etc.), or by hand-carried delivery.
- Proposals must be received in the RTA's office not later than the above deadline. Proposals arriving after this time will be rejected.
- Proposals delivered by facsimile or electronic mail or in any format other than paper copies will not be considered.

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- The original shall be unbound and single-sided. The bound copies must be bound in a single volume and constitute the proposal in its entirety and, in the interest of saving paper, may be printed on both sides.
- **THE PROPOSAL SHALL BE SUBMITTED IN A SEALED ENVELOPE OR SHIPPING BOX. THE WORDS "SEALED PROPOSAL" SHALL BE DISPLAYED CLEARLY AND LEGIBLY ON THE ENVELOPE OR SHIPPING BOX.**

Opening of Proposals

- All sealed proposals received by the above deadline will be opened by the Procurement Officer.
- Only the names of proposers will be read aloud when proposals are opened.
- Proposers are welcome to attend the opening of the proposals.

Selection Process

- The RTA will form an advisory evaluation committee consisting of persons individually and collectively knowledgeable in the area of transit to review and rank the proposals received in accordance with the criteria described below.
- The RTA may seek additional information, conduct interviews, or request best and final offers from individual proposers.
- The evaluation committee's ranking and recommendation will be forwarded to the RTA Executive Director who will make a recommendation to the RTA Board for final action. The recommendation and award of a contract, if any, will be to the proposer whose proposal is most advantageous to the RTA based on the evaluation criteria set forth below.

Evaluation of Proposals (Appendix C)

- RTA reserves the right to reject any and all proposals submitted or to conclude that none of the proposals are advantageous to RTA.

Funding Availability

- The RTA may request additional work if additional funding is made available prior to contract approval by the RTA Board, or during the term of the contract.
- Funding for this project is contingent upon availability at time of award. Potential proposers should understand clearly that the scope of work described herein is tentative.

- There is no expressed or implied obligation for the RTA to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Expected Start and Completion of Work

- The expected date on which a notice to proceed will be transmitted authorizing work is on or about **January 27, 2009**. Work is projected to begin on or about **February 9, 2009**. The total duration of the contract is estimated to be until work is completed.

Contract Terms and Conditions

- The type of contract to be used, if any is awarded, will be a fixed-fee contract.
- Any award of a contract will be subject to terms and conditions as enumerated in the RTA's Procurement Guidelines, including presentation of certificates of insurance and assurance of compliance with pertinent federal regulations, including audits and non-discrimination.
- Upon submittal of all deliverables, the RTA will retain full ownership of all data products. Full copyrights to the data will be assigned to the RTA, meaning that the RTA is free to redistribute the data to its member jurisdictions, other agencies, the private sector and the general public. This includes the display and distribution of the data through the world-wide-web.

Anticipated Schedule

The start date for the program/project will tentatively commence in January 2009, or upon award of a contract pursuant to this RFP.



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To the extent achievable, the following tentative schedule shall govern the review, evaluation, and award of the contract. The dates are estimates only and the RTA reserves the right to modify the dates below as necessary.

| <u>Activity</u> | <u>Date of Activity</u> |
|---|-------------------------------------|
| <i>Pre Proposal Meeting</i> | <i>Dec. 3, 2008</i> |
| <i>Clarifications received by</i> | <i>Dec. 10, 2008</i> |
| <i>Clarifications answered by</i> | <i>Dec. 11, 2008</i> |
| <i>Proposal Due Date</i> | <i>Dec. 18, 2008</i> |
| <i>Review of Proposals</i> | <i>Dec. 19, 2008 – Jan. 1, 2009</i> |
| Negotiations or Request of Best and Final Offers | Jan. 2, 2009-Jan. 21, 2009 |
| Contract Award & Issuance of Purchase Order | <i>Jan. 27, 2009</i> |

Inquiries

- Questions regarding the scope of work should be directed to Ellen Cuddenback, PAG Procurement Officer at (520) 792-1093, e-mail ecuddenback@pagnet.org.
- A Web page has been developed for this RFP. It can be accessed from www.RTAmobility.com It should be checked frequently during the RFP process.



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APPENDIX A: PRICE PAGE

Any and all disposal fees shall be included in the rates and discounts indicated below.

This cost proposal is to include all work necessary to effectively conduct and complete the Scope of Services.

The fees stated below must include all necessary costs including, but not limited to, labor, materials, overhead, administrative charges, taxes, profit and insurance.

- 1. Body labor rate: \$ _____
- 2. Paint labor rate: \$ _____
- 3. Frame time labor rate: \$ _____
- 4. Mechanical labor rate: \$ _____

5. Discount for body parts: _____ %
(Discount shall be based upon discount from manufacturer's list price)

2.0 Re-painting of up to 68 existing Sun Tran Buses to include a new base color with two additional colors with new logo installation as per design. (Attachment A)

40' Gillig buses \$ _____ per bus
Estimated days to complete each bus _____

3.2 Production and installation of bus wraps on up to 89 existing Sun Tran Buses

New Flyer as per attached design. (Attachment B) \$ _____ per bus
Nova Buses as per attached design. (Attachment C) \$ _____ per bus
Estimated hours to complete each bus _____

3.3 Removal of existing decals and installation of new logo decals on up to 41 Van Tran buses (Attachment D)

Ford Cut-a-way type as per attached design. (Attachment E) \$ _____ per bus
Estimated days to complete all buses _____

3.4 Removal of existing decals and installation of Vinyl design on up to 77 Van Tran buses (Attachment D)

Decal Ford Cut-a-way type as per attached design. (Attachment F) \$ _____ per bus
Estimated days to complete all buses _____



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APPENDIX B: PROPOSER'S INFORMATION SHEET

All firms proposing as prime contractors or subcontractors on regional Transportation Authority projects are required to submit this form. **Please complete this form and return it with your proposal.**

If you have any questions about this form, please call Ellen Cuddenback, Procurement Officer, (520) 792-1093.

1. GENERAL INFORMATION

Name of Firm:

Street Address:
City, State, ZIP

Mailing Address:
City, State, Zip

Telephone Number:

Fax Number:

E-mail address:

Web Address:

Year Firm was established:

Check all that apply:

Is this firm a prime contractor? _____

Is this firm a sub-contractor? _____ Identify specialty: _____

Is this firm a certified DBE? _____ If so, by whom? _____

Is this firm currently debarred? _____

Is this firm currently the subject of debarment proceedings? _____

2. FINANCIAL INFORMATION

Firm's annual gross receipts (average of last 3 years):

| | |
|-------|---------------------------|
| _____ | <\$500,000 |
| _____ | \$500,000 - 1,500,000 |
| _____ | \$1,500,000 - \$5,000,000 |
| _____ | >\$5,000,000 |



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Information will be maintained as confidential to the extent allowed by federal and state law.

The undersigned swears that the above information is correct. Any material misrepresentation may be grounds for terminating any contract which may be awarded.

Name, Title

Date



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APPENDIX C: EVALUATION OF PROPOSALS

Proposals will be evaluated according to the following criteria and according to their assigned relative weight:

| | |
|----------------------------------|------------|
| A. Method of Approach | 40 points |
| B. Qualifications and Experience | 30 points |
| C. Price Proposal | 30 points |
| | ----- |
| Total: | 100 points |