

# Request for Proposal (RFP) Bus Wash Mechanical Room Addition

RFP #2024-215-1

Date of Issue: February 15, 2024

Due: March 15, 2024

#### **General Information**

The Biddeford-Saco-Old Orchard Beach Transit Committee (BSOOB Transit) is requesting proposals for the construction of a mechanical room.

Sealed proposals are **due by 3:00 pm on Friday, March 15, 2024** at the BSOOB Transit administrative office, 13 Pomerleau St., Biddeford, Maine 04005 at which time they will be publicly opened and read in the conference area of the office. Proposers or their representatives may be present.

All proposals shall be submitted using the Appendices forms included with this RFP document. Proposals may be submitted in the following ways:

- a. Proposals may be mailed or hand delivered in a sealed envelope to the BSOOB Transit office, 13 Pomerleau St., Biddeford, ME 04005. (Proposals will NOT be accepted via fax.)
- b. Proposals may be emailed to <a href="mwalters@bsoobtransit.org">mwalters@bsoobtransit.org</a> with either a request to confirm receipt via email or a "read receipt" attached to the email submission.

Please read all specifications and requirements of this RFP carefully as changes, additions or deletions to this proposal may occur.

#### BSOOB Transit is not responsible for any misunderstanding of the requirements of this RFP.

The mechanical room construction is financed in part through grants from the Federal Transit Administration, and any contract entered into is subject to the provisions of applicable laws governing those grants, specifically the contract must be in accordance with the guidelines and regulations of the FTA "Third Party Contracting Guidelines", FTA Circular 4220.1F. All resulting contracts will be subject to applicable federal, state, and local laws and regulations. BSOOB Transit is a tax-exempt organization and no such taxes should be included in the proposal or billing. Disadvantaged Business Enterprises (DBE) are encouraged to respond to this solicitation notice.

This RFP package consists of Overview of Mechanical Room Proposal, Scope of Work, Proposal Submission Requirements and Information, Appendices A-E, Construction Plans.

## **Overview of Mechanical Room Proposal**

BSOOB Transit is requesting proposals from qualified contractors to provide the material and labor to construct a mechanical room on an existing loading dock platform to complement a bus wash system installation. The mechanical room will be used to shelter the mechanical equipment for the bus wash system as well as storing supplies. Construction plans for the mechanical room are included with this announcement. The engineering plans cover structural design, roof framing plan, concrete notes, exterior elevation notes, and, project details and notes.

BSOOB Transit is requesting proposals from highly experienced and professional contractors to build a mechanical room on an existing platform that is adjacent to the bus wash bay located at the bus depot at 13 Pomerleau St., Biddeford, ME.

BSOOB Transit requires that the proposers have at least two references for similar work done within the past five years. Include your references in Appendix D.

BSOOB Transit intends to select one contractor to oversee the entire mechanical room build. If there are multiple contractors working together, they should submit one proposal on a prime/subcontractor basis rather than on a joint venture basis. While multiple awards may need to be made to complete the entire task list, one award is preferred.

This project is financed in part through grants from the Federal Transit Administration, and any contract entered into is subject to the provisions of applicable laws governing that grant. All resulting contracts will be subject to applicable federal, state, and local laws, regulations and requirements. The contractor is required to sign acknowledgement of Federal Clauses included in this notice. Davis-Bacon Act prevailing wages are applicable to this contract. Buy America Build America requirements are applicable to contracts of \$150,000 or more.

- Davis-Bacon wages apply to this project. The Davis-Bacon and Related Acts apply to contractors
  and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for
  the construction, alteration, or repair (including painting and decorating) of public buildings or
  public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their
  laborers and mechanics employed under the contract no less than the locally prevailing wages
  and fringe benefits for corresponding work on similar projects in the area.
  - State of Maine Wages can be found here:
    - https://www.maine.gov/labor/docs/2023/laborstats/prevailingwage/York/2023
       %20HV%20York%20County.pdf
  - O Information on Davis Bacon for Maine:
    - https://www.maine.gov/mdot/civilrights/docs/davisbacon/Contractors%20guid e%20to%20Davis%20Bacon%20Act%202011.pdf

# Scope of Work

#### 1. Mechanical room and bus wash installation overview

An existing exterior platform with loading dock area will be the base for a mechanical room addition to service a new bus wash system. The bus wash system will be housed in an existing garage bay and designed for vehicles to drive in, get washed, and back-out. The platform is connected to the building with the wash bay. It is expected that most of the products and equipment for the wash bay will be housed in the mechanical room.

It is the contractor's responsibility to secure required permits and confirm that the mechanical room is built to code.

It is the contractor's responsibility to remove construction debris.

#### 2. Existing Platform and Loading Dock Area

The existing platform with loading dock was built to be used as a mechanical storage room for the wash bay. The concrete retaining wall is 80 lf of 8" w by 68"/92" retaining wall on 24" x 12" footing w/rebar per plan. Loading dock slab is 6" exterior concrete with air entrainment. There is an area prepared for a door allowing access from the outside of the building.

#### 3. Mechanical Room Requirements

The storage building will require the following:

- Overhead rolling door with windows and electric opener facing the loading dock
- 36" pass through door, adjacent to rolling door
- Natural gas tube heater
- Electrical:
  - o main panel upgrade by others
  - o lights, outlets, switches for wet location
  - o connection for gas heater
  - electric rolling door opener
- Metal siding for the building
- Metal roof
- Inside liner panels per drawings
- Interior drain from mechanical room to adjacent wash bay area

The attached construction plan includes details on the materials to be used.

### **Proposal Submission Requirements and Information**

#### 1. Intent to Proposal

An "Intent to Bid" form is included with this proposal package. Please return this form upon receipt to indicate whether or not your firm will be submitting a proposal.

#### 2. Submission of Proposals

Proposals must be submitted on the forms included with this proposal package. Only proposal forms and signature pages should be returned.

Proposers should understand that the submission of a proposal represents an offer that may be accepted in part or in whole by BSOOB Transit. The acceptance of a proposal either in part or in whole constitutes the formation of a contract.

A proposal may not be withdrawn after the date and time of the scheduled proposal opening and no proposal will be accepted after the deadline.

Proposals can be mailed or hand delivered in a sealed envelope to the BSOOB Transit office, 13 Pomerleau St., Biddeford, ME 04005. <u>Proposals will NOT be accepted via fax</u>.

Proposals can also be emailed to <a href="mwalters@bsoobtransit.org">mwalters@bsoobtransit.org</a> with either a request to confirm receipt via email or a "read receipt" attached to the email submission.

#### 3. Product Requirements

See attached construction plans. Must adhere to Buy America Build America.

Contractor must provide all material data safety sheets for the product, a copy of all the manufacturers' warranties with the product and the manufacturer's specifications during the first product delivery.

#### 4. Availability

The mechanical room build project is scheduled for Spring of 2024 to coincide with the bus wash installation.

#### 5. Contractor Qualifications

Contractors must have a minimum of two years of experience, must be able to demonstrate the ability to supply the materials required in this proposal, and must be able to complete the project for Spring 2024 season. At least two references with projects of similar scope are to be submitted with the proposal.

#### 6. Prices

BSOOB Transit is seeking offers to obtain best value. Contractors shall include in their offers any and all discounts, trade or otherwise. Prices must be good for 60 days of the proposal.

#### 7. Insurance

Contractors are required to carry adequate insurance for the full term of this contract to ensure that BSOOB Transit is protected from any and all liability and damage, whether willful or not, resulting from negligence, error of omission on the part of contractor of any subcontractor engaged by contractor. Such coverage may include, but shall not be limited to, Workers Compensation, Employer Liability, Product Liability, Comprehensive and Property Damage. Contractor COI must be submitted with signed contract.

#### 8. Proposal Award

Proposal awards are made on the basis of a combination of considerations – price, service, vendor reputation, prior performance, if applicable, and ability to meet the terms of this contract. Proposers should understand that although price is an important consideration, it is not the sole determining factor in making any proposal award.

BSOOB Transit reserves the right to accept or reject any or all offers, cancel the request for offers and to submit another request for offers, whichever is in its best interest.

#### 9. Subletting

Contractors shall not assign, transfer, convey, sublet or otherwise dispose of its contract or its right, title, or interest therein to any other person, firm or corporation without prior written of BSOOB Transit. In no case shall any such consent relieve the contractor from its obligations or change any of the terms of the contract.

#### 10. Proposal Performance

Contractor agrees to bear all costs incurred by BSOOB Transit arising from the failure of contractor through omission or commission to comply with all Federal, State and local statutes, regulations, ordinances or rules. Contractor further agrees to hold BSOOB Transit harmless and to indemnify BSOOB Transit for these costs as well as all costs of collection, including but not limited to reasonable attorneys' fees.

If contractor fails to fulfill its obligations under this contract properly and on time, or otherwise violates any provision of the contract, BSOOB Transit may terminate contract by written notice to contractor. The notice shall specify the acts of omissions relied on as cause for termination. BSOOB Transit shall pay contractor fair, equitable compensation for satisfactory performance prior to receipt of notice of termination less the dollar amount of damages caused by contractor's breach. If the damages are more than the compensation payable to contractor, contractor will remain liable after termination and BSOOB Transit may collect damages, including costs of collection and reasonable attorney's fees.

#### 11. Equal Opportunity

BSOOB Transit is an equal opportunity employer and shall not discriminate against an applicant as to race, creed, age, sex, sexual preference, disability, national origin, religion, veteran status, political affiliation or any other basis prohibited by law. Vendors and contractors or their agents doing business with BSOOB Transit shall not violate the above clause or the Civil Rights Act of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract.

BSOOB Transit has adopted a Minority Business Enterprise DBE/WBE Program. This program establishes a goal for DBE/WBE participation in BSOOB's total procurements. If your firm is a DBE, include that information in your proposal.

#### 12. Federal Transit Administration Clauses

Federal Transit Administration Clauses relevant to the procurement of materials and supplies are hereby incorporated into this specification by reference. Please see Appendix A for a listing of those clauses. Upon contract award, contractor is expected to sign an agreement to abide by applicable FTA clauses. See BSOOB Transit website for a full description of clauses <a href="https://bsoobtransit.org/opportunities/rfps/">https://bsoobtransit.org/opportunities/rfps/</a>.

Proposers are required to submit written or printed proposals on the accompanying form(s), signed by a person empowered to make all authorized decisions on behalf of the proposer.

#### 13. Additional Information

Proposers needing more information than is found in these specifications should contact:

- A. Marianne Walters, Grants Program Specialist
   (207) 571-0617
   mwalters@bsoobtransit.org
- B. Rod Carpenter, Deputy Director 207-571-0624 rcarpenter@bsoobtransit.org

#### **Evaluation Process**

Proposals will be evaluated and ranked on the basis of the following factors and weighted as follows:

Recognition of BSOOB Transit's proposal requirements / completeness of response	5 %
Satisfactory references	5 %
Prior experience, qualifications and company history	10 %
Delivery time / schedule	25 %
Pricing structure	40 %
Warranty	10 %
DBE Qualification	5%

All aspects of the evaluations of the proposals and any discussions and negotiations, including documentations, correspondence and meetings, will be kept confidential during the evaluation and negotiation process.

Proposals will be analyzed for conformance with the instructions and requirements of the RFP and contract documents. Proposals that do not comply with these instructions and do not include the required information may be rejected as insufficient or not be considered for the competitive range. BSOOB Transit reserves the right to request a proposer to provide any missing information and to make corrections. Cost will not be the sole determinant in the selection process. BSOOB Transit wishes to select a contractor that can best demonstrate the capability to provide the desired service with quality at a competitive rate.

As part of the review and evaluation process, BSOOB Transit may, at its discretion, request any or all proposers to do presentations to provide an opportunity for questions and answers about the proposal.

## Appendix A – Required Federal Transit Administration Clauses

- 1. Article FTA-2. Access to Records, Access to Construction Site, and Maintenance of Records
- 2. Article FTA-3. Buy America, Build America Act
- 3. Article FTA-4. Cargo Preference Act
- 4. Article FTA-5. Employee Protections
- 5. Article FTA-6. Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- 6. Environmental Standards and Practices:
  - a. Clean Water Act
  - b. Clean Air Act
  - c. Energy Policy and Conservation Act
  - d. Recovered Materials
  - e. Air Pollution and Fuel Economy
- 7. Article FTA-8. Lobbying Restrictions
- 8. Article FTA-10. National Intelligent Transportation Systems Architecture and Standards
- 9. Article FTA-11. Program Fraud and False or Fraudulent Statements or Related Acts
- 10. Article FTA-12. Civil Rights
- 11. Article FTA 13. General Provisions
  - a. Federal Changes
  - b. No Obligation by the Federal Government
  - c. Incorporation of FTA Terms
- 12. Article FTA 14. Disadvantaged Business Enterprise (DBE) with Goal
  - a. Nondiscrimination
  - b. Prompt Payment
  - c. DBE Good Faith Efforts
  - d. Reporting
  - e. Review of Good Faith Efforts
  - f. Administrative Sanctions
- 13. Article FTA-15. Veterans Preference
- 14. Article FTA-16. Executive Order-Special Department of Labor Equal Employment Opportunity for Construction Projects
- 15. Article FTA-17. Intellectual Property Rights
- 16. Article FTA-18 Safe Operation of Motor Vehicles
  - a. Seat Belt Use
  - b. Distracted Driving, Including Text Messaging While Driving
- 17. Article FTA -19. Telecommunications Certification
- 18. Article FTA-20 Resolution of Disputes, Breaches, or Other Litigation
  - a. Notification to FTA; Flow Down Requirement
  - b. Right of Federal Government to Terminate

NOTE: *Not all of the above listed clauses are necessarily applicable to this purchase*. See BSOOB Transit website for full details https://bsoobtransit.org/opportunities/rfps/

## FTA Clauses – Page 2

Regulations governing purchases such as this may be found in the Code of Federal Regulations, online in 2 CFR Part 200.326 and Appendix II to 2 CFR Part 200 and Master Agreement, Title 5, 49CFR, 2CFR Part 180 & 1200, and 49 USC.

Acknowledgement of all FTA Clauses regarding BSOOB Transit Bus Wash Mechanical Room RFP #2024-215-1:				
The proposer must acknowledge the FTA clauses with a signature from an autho representative of the firm.	rized			
Company Name				
Printed Name & Title				
Signature				
Date				

# Appendix B - Notice of Intent To Proposal for Mechanical Room Build

Firm:	WILL	WILL NOT
submit a proposal to furnish the above-referenced product.		
This request for information is being sent to you and to other in determining who will be submitting a proposal.	product pro	oviders to assist us
Whether or not you choose to submit a proposal at this time, wish to be retained on our list of bidders.	please retu	ırn this form if you
We are not submitting a proposal this year, but please I	keep us on y	our list of bidders.
You may remove us from your bidders list (NOTE: Firm will be automatically removed from our bidder list).	s who do no	ot return this form
Contact Name:		
Address:		
City/State/Zip:		
Telephone:		
Email address:		

Please return this form immediately upon receipt (by mail or email) to:

Marianne Walters, Grants Program Specialist Biddeford-Saco-Old Orchard Beach Transit 13 Pomerleau St. Biddeford, ME 04005

Email: <u>mwalters@bsoobtransit.org</u>

# Appendix C – Assurances RFP #2024-215-1

The undersigned agrees to:

- 1. Furnish BSOOB Transit with products in accordance with the proposal requirements and specifications contained herein and in quantities required by them and at prices proposed from approximately March 15<sup>st</sup>, 2024.
- 2. To comply with the reporting requirements contained in this proposal.

All prices quoted in the proposal form shall be firm for the term of the contract. Exceptions must be provided in the proposal requirements.

Date:
Company:
Address:
City/State/Zip:
Telephone:
Email address:
<b>Contact Information:</b> Names and/or telephone numbers BSOOB Transit should contact for questions or information requests:
Contract Manager:
Project Manager:
Billing:
Proposal Terms and Conditions: If different from those in specifications:

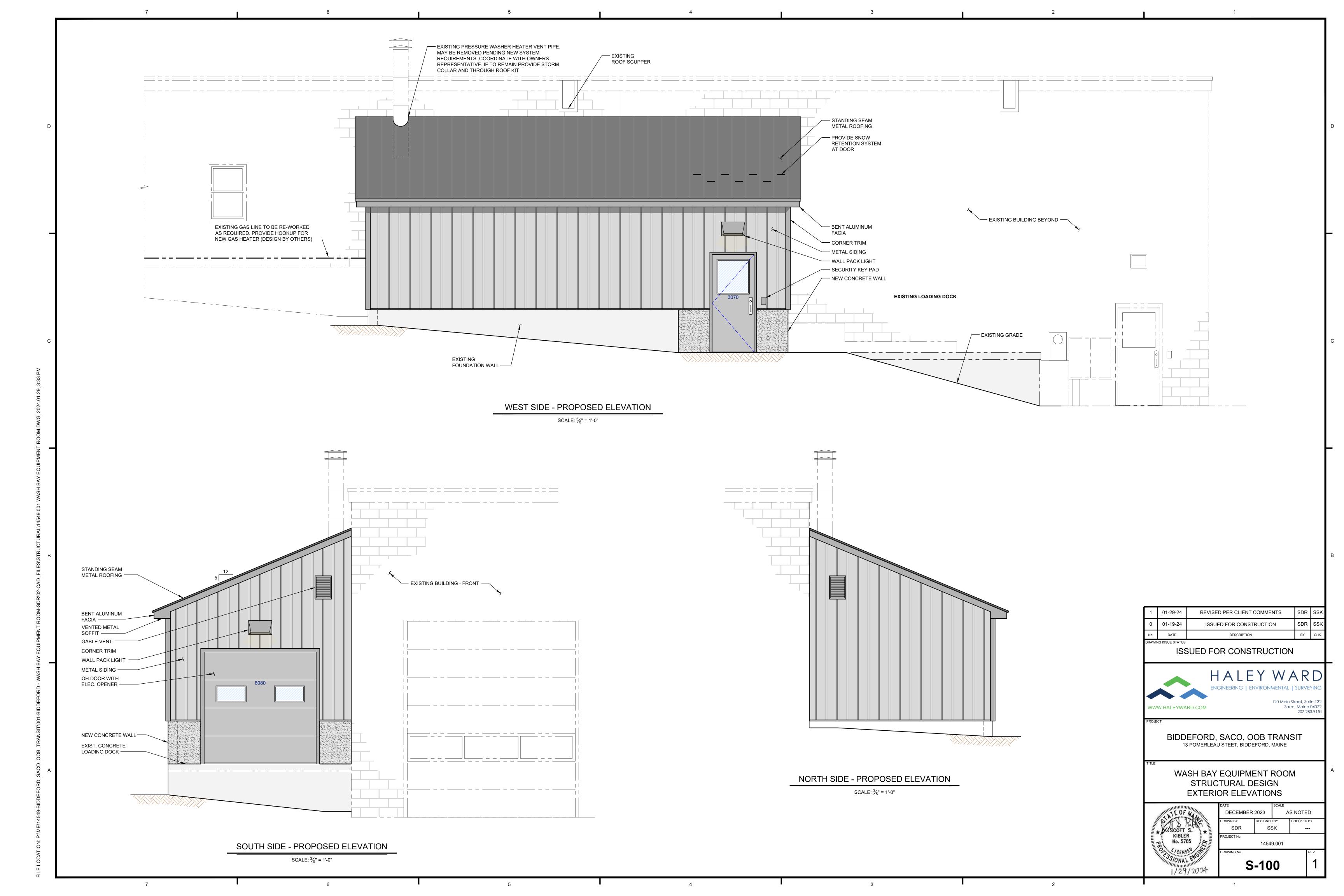
# **Appendix D: References**

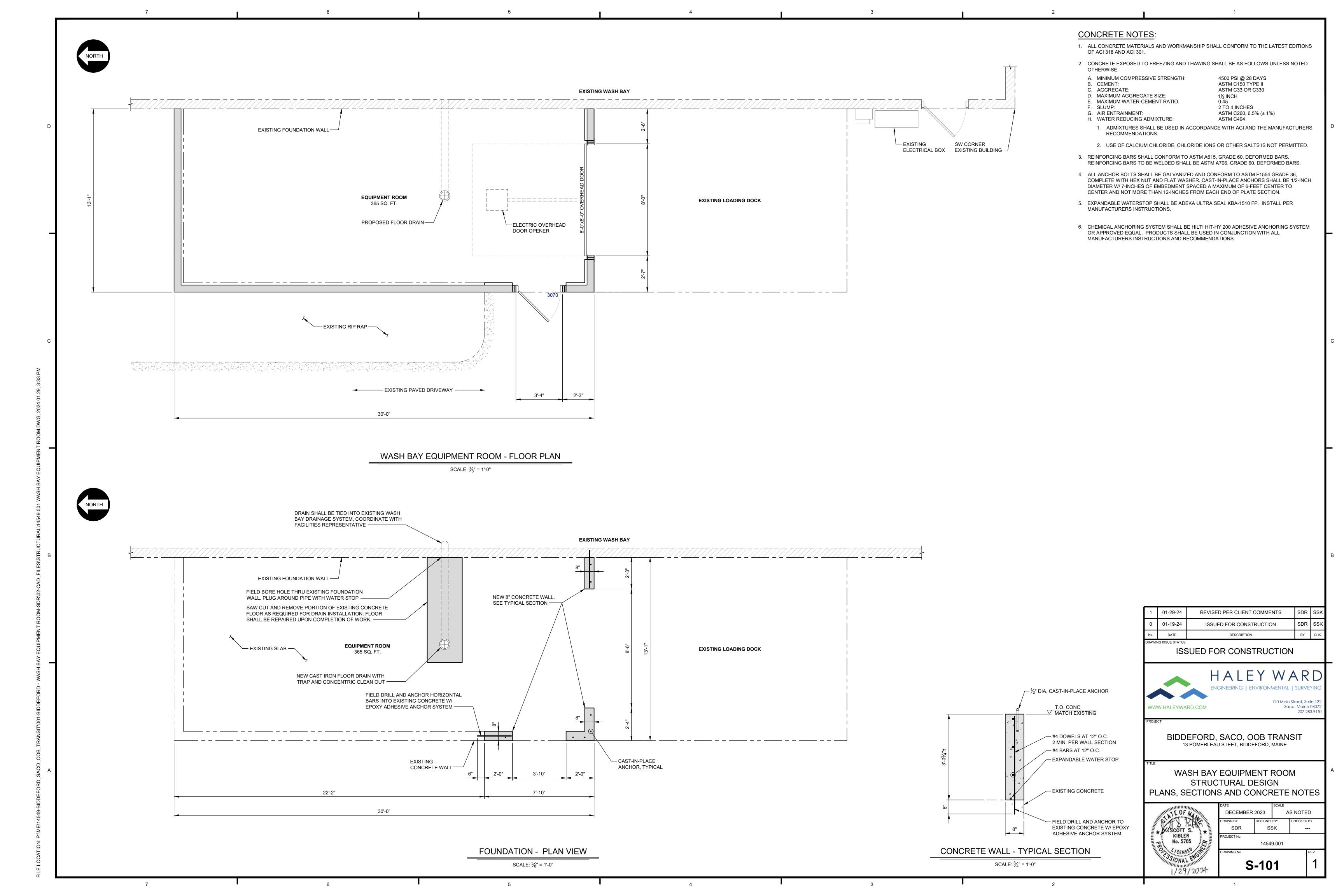
# Reference 1:

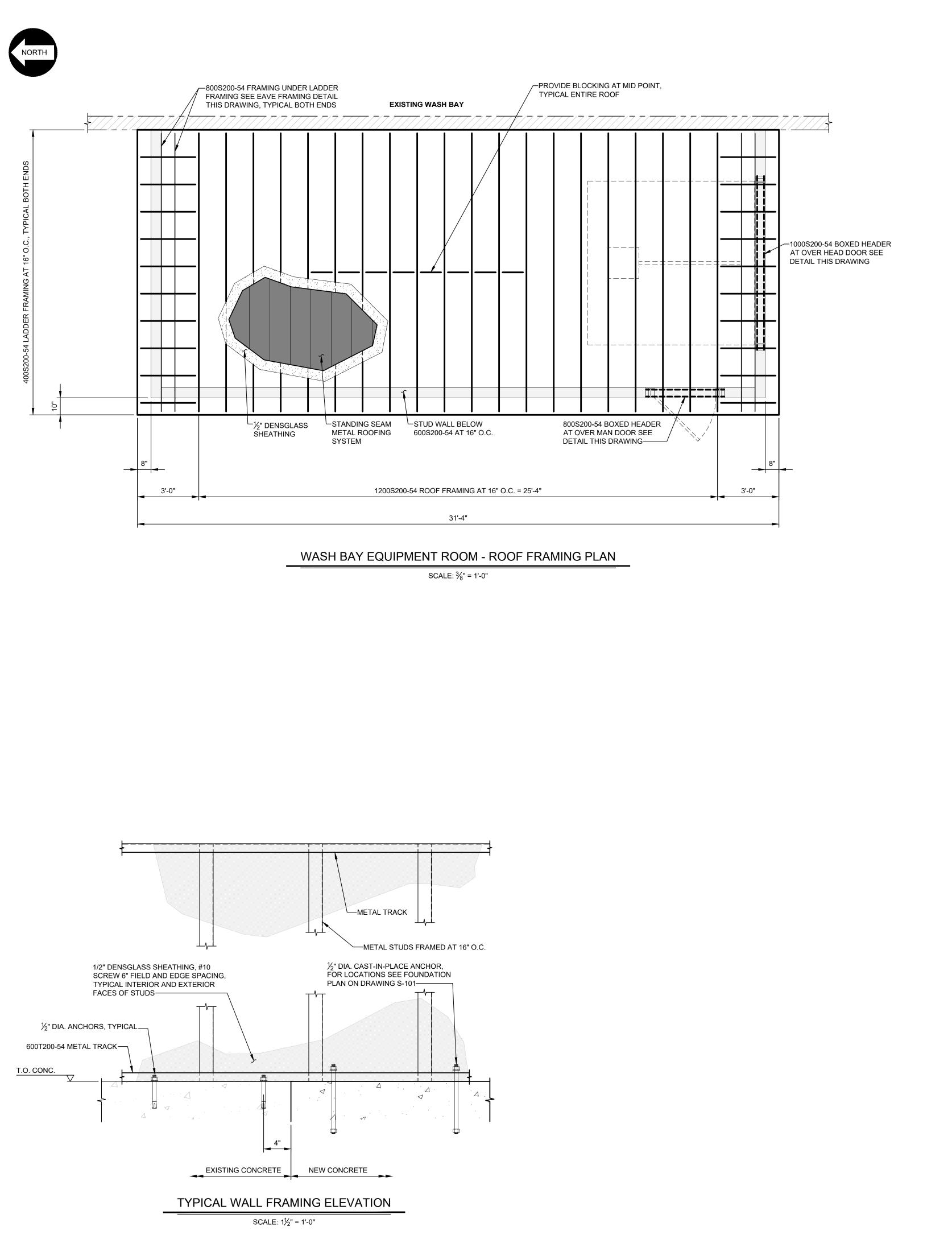
Name of Organization	
Website Address	
Primary Contact	
Phone	
E-mail	
Service performed	
Date of service	
Reference 2:	
Name of Organization	
Website Address	
Primary Contact	
Phone	
E-mail	
Service performed	
Date of service	

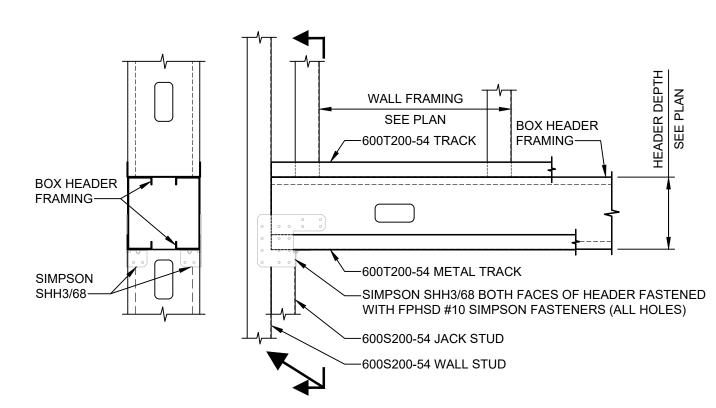
# Appendix E – Project Summary: Price, Availability, Warranties RFP#2024-215-1

	Price (\$)	Notes
Project Price		
Anticipated Start Date		
Anticipated Completion Date		
DBE Certification: yes or no?		
Warranty (please list all that apply to project)		
Warranty Coverage		
Warranty Price		
Additional Information		
Print Name:		
Title:		
Signature:		presentative of owner



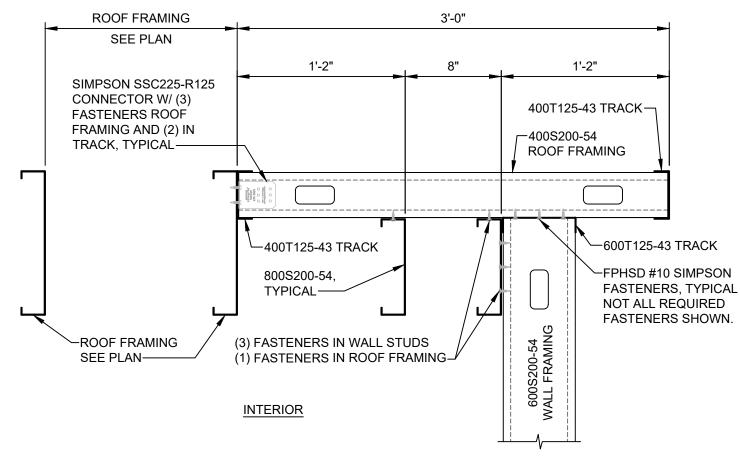






# TYPICAL BOX BEAM HEADER DETAIL

SCALE:  $1\frac{1}{2}$ " = 1'-0"



TYPICAL LADDER FRAMING DETAIL

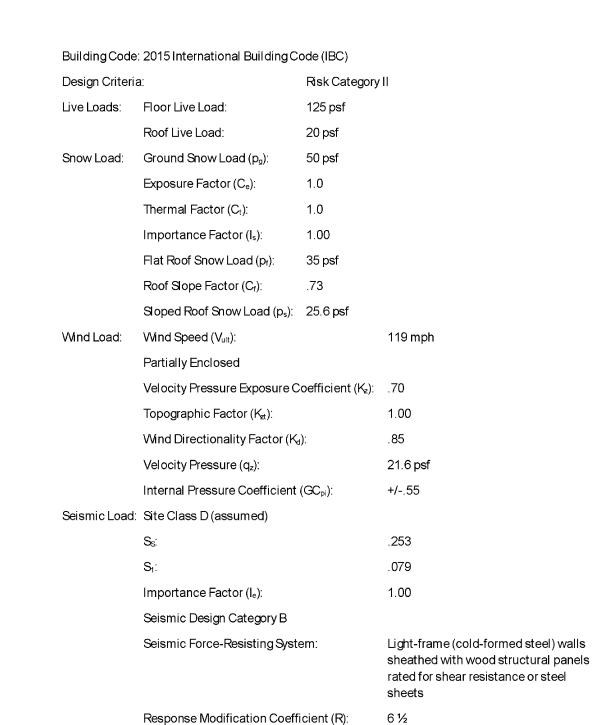
SCALE:  $1\frac{1}{2}$ " = 1'-0"

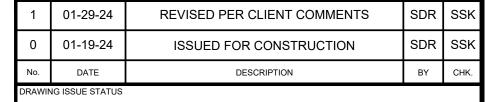
# **COLD-FORMED STEEL NOTES:**

1. ALL COLD-FORMED STEEL STUDS, JOISTS, AND TRACK SHALL BE MANUFACTURED BY CLARKDIETRICH OR APPROVED EQUAL AND MEET ASTM A1003 REQUIREMENTS FOR STRUCTURAL GRADE, TYPE H MATERIAL, WITH THE FOLLOWING PROPERTIES: FY = 33,000 PSI 20 AND 18 GAUGE

16, 14, 12, AND 10 GAUGE FY = 50,000 PSI

- 2. ALL COLD-FORMED STEEL SHALL BE HOT-DIPPED GALVANIZED TO A MINIMUM OF G-60 COATING THICKNESS.
- 3. REFER TO COLD-FORMED STEEL MANUFACTURER'S PUBLICATIONS FOR ADDITIONAL TECHNICAL INFORMATION, AND ERECTION AND BRACING PROCEDURES.
- 4. ALL SELF-TAPPING SCREW FASTENERS SHALL CONFORM TO ASTM C1513. FASTENERS SHALL HAVE A CORROSION RESISTANT COATING. MINIMUM FASTENER SPACING IS 1/2". SELF TAPPING SCREWS TO BE SIMPSON FPHSD, SIZE AS LABELED ON PLAN.
- COLD FORMED STEEL LOAD BEARING WALLS TO BE LATERALLY BRACED ON EXTERIOR SIDE BY STRUCTURAL I 15/32" SHEATHING, SCREWS SPACED AT 6" O.C. FIELD AND EDGE. LOAD BEARING WALLS TO HAVE BLOCKING AT MID-POINTS.
- 6. ALL STUD/JOIST KNOCKOUTS MUST BE A MINIMUM OF 3" FROM END STUDS AND/OR CONNECTION.
- 7. TORCH CUTTING OF MEMBERS OR HOLES IS NOT PERMITTED.
- 8. POWER DRIVEN FASTENERS SHALL BE INSTALLED A MINIMUM DISTANCE OF 3" FROM EDGE OF CONCRETE AND 1/2" FROM EDGE OF STEEL. ANCHORAGE TO CONCRETE SHALL BE FOLLOWED ACCORDING TO PLAN USING SIMPSON STRONG TIE HOLD-DOWN ANCHORS OR CONCRETE SCREWS AT SPECIFIED LOCATIONS.
- 9. INSTALLATION OF STRUCTURAL MEMBERS, CONNECTIONS NOT SHOWN SHALL BE IN ACCORDANCE WITH AISI S240.
- 10. NON-LOAD BEARING PARTITION WALLS, INSTALLATION OF NONSTRUCTURAL MEMBERS, CONNECTIONS SHALL BE IN ACCORDANCE WITH AISI S220.



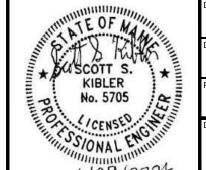






BIDDEFORD, SACO, OOB TRANSIT 13 POMERLEAU STEET, BIDDEFORD, MAINE

WASH BAY EQUIPMENT ROOM STRUCTURAL DESIGN ROOF FRAMING PLAN, DETAILS AND NOTES



DECEMBER	AS NOTED			
DRAWN BY	DESIGNED BY SSK		CHECKED	BY
SDR				
PROJECT No.				
14549.001				
DRAWING No.				REV.

207.283.915

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