

**Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA)**

**NOTICE OF REQUEST FOR QUOTATIONS**

**Name of Project: Bus Stop Pad Replacements**  
**Project Serial Number: RFQ 2018-302**

## **INSTRUCTIONS FOR QUOTATIONS**

### **1.0 Introduction**

The Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) is a Regional Transportation Authority serving Flagstaff, Arizona, Northern Arizona University, the Coconino Community College and Coconino County. NAIPTA operates Mountain Line fixed route bus service on 8 routes and Mountain Link, high frequency service between NAU campus, downtown and Woodlands Village. Transit systems includes 168 bus stops and 2 connection centers. Scope of Work under this contract supports NAIPTA's bus shelter rehabilitation and replacement program to maintain a state of good repair at bus stop facilities.

The purpose of this request for quotations (RFQ) is to obtain the services of an Independent Contractor to provide Horizontal Construction Services as described in the attached "Scope of Work."

The term of the resulting contract will be for no more than four (4) months. The contract date is expected to begin on or about August 21, 2017.

### **2.0 Schedule of Events**

RFQ Issued	Friday July 28, 2017
Questions/Request for Clarification	Wednesday, August 9, 2017 at 2:00 pm Arizona
Submittal Due Date/Time:	Tuesday, August 15, 2017 at 2:00 pm Arizona
Submittal Address:	email to: <a href="mailto:purchasing@naipta.az.gov">purchasing@naipta.az.gov</a>
Submittal Number:	2018-302

### **3.0 NAIPTA Contact Persons**

All questions related to this **RFQ and the bid process** must be sent via email and should be directed to:

**Heather Dalmolin, Administrative Director**

**Phone: 928-679-8908**

**Email: [purchasing@naipta.az.gov](mailto:purchasing@naipta.az.gov)**

Interested proposers must submit substantive questions, comments, and concerns **in writing** by mail to the contact persons identified above if they desire additional information on the project. NAIPTA will not answer questions via telephone in order to ensure fairness in the provision of project information among all prospective vendors. Written questions must be received no later than deadline defined in section 2.0. Questions will be answered in writing and when necessary, a frequently asked questions document will be released to registered vendors.

#### **4.0 Nature of the Purchase**

The specifications and descriptions of the work and materials required are described in the attached “Specifications, Scope of Work or Requirements” that accompanies this Notice.

#### **5.0 Preparation of Proposal**

5.1 It is the responsibility of the Contractor to examine the entire solicitation and to seek clarification of any requirement that may not be clear. This solicitation includes the NAIPTA’s “General Conditions” and any “Special Terms and Conditions” for this Contract, both of which will be incorporated into any Contract between NAIPTA and the Contractor.

5.2 NAIPTA will not reimburse any costs incurred in developing, presenting or providing this Proposal. All materials and documents submitted in response become the property of NAIPTA and will not be returned.

5.3 A Proposal that is submitted to NAIPTA becomes a public record. If the Contractor believes that any information included in a Proposal should remain confidential, the Contractor must specifically identify that information and its reasons. In the event of any public request for this information, NAIPTA will provide the Contractor with notice of this request and a reasonable opportunity to obtain a court order, at the Contractor’s sole expense, protecting this information from release prior to making it available.

5.4 The specifications stated in this solicitation are the minimum level required. All Quotations submitted must be for products or services that meet or exceed the minimum level of all such specifications.

5.5 Prices shall be submitted on a per hour basis, by team member item, per unit, or per deliverable, as applicable. The Contractor will be responsible for the payment of all applicable taxes.

5.6 Any exceptions that are included with the Proposal shall be submitted in a clearly identified separate statement by which the Contractor specifically identifies the precise terms to which any exception is made and describes any alternative offer, if applicable. Any exception that is not clearly identified will be without force and effect. An attached preprinted form of contract or the Contractor’s standard terms will not be considered to be a specific statement of exception.

#### **6.0 Submission of the Quotation**

6.1 Quotations must be in the actual possession of NAIPTA on or prior to the exact time and date indicated in the Schedule of Values. Late Quotations will not be considered.

6.2 Quotations should be submitted via email as follows:

- a. Emailed Quotations must include NAIPTA provided name of solicitation and project serial number in the subject line and contain name of submitting agency within body of email. Emails are to be sent to [purchasing@naipta.az.gov](mailto:purchasing@naipta.az.gov).

6.3 Any substitute for any document or form provided with this Notice must be legible and must contain the same information requested by any such form.

6.4 A Proposal may be withdrawn upon the submission of written, signed request submitted by the Contractor prior to the due date and time. A Proposal may not be amended or withdrawn after the due date and time.

## **7.0 Award of the Contract**

7.1 NAIPTA reserves the right to waive any immaterial defect or informality in a Proposal; to reject any or all submittals or portions thereof; to reissue this Notice; and to award this Contract on a partial basis, if in the best interests of NAIPTA.

7.2 Unless otherwise stated, this Contract will be awarded to the best value responsive, responsible proposer who has demonstrated the ability to perform as required. Factors that will be considered in making this award include technical capability of the Contractor, performance history, demonstrated availability of the necessary people and equipment, price and timeliness of the performance.

7.3 In accordance with Contract, Contractor will be required to provide Insurance as described in Attachment A: Draft Contract.

## **8.0 Certification**

8.1 By signing and submitting this Offer, the Contractor certifies that this submission did not involve any collusion or other anti-competitive practice; that the Contractor will not discriminate against any employee, applicant, or customer in violation of applicable state and federal law; and that the Contractor has not given, offered to give and will not give any economic opportunity, future employment, gift, loan, gratuity, trip, favor or discount to any NAIPTA employee or official in connection with this Proposal.

8.2 The Contractor further certifies that the individual signing this Proposal has the authority to make a binding legal commitment on behalf of the Contractor to perform and deliver everything that is required in connection with this Proposal. Unless otherwise stated in the Contract Documents, the Offer shall be effective for a period of thirty (30) days.

## **SPECIFICATIONS, SCOPE OF WORK OR REQUIREMENTS**

### **1.0 Background**

- 1.1 Concrete shelter pad replacement is part of NAIPTA bus stop rehabilitation program to maintain transit assets in a state of good repair. Shelter removal and reinstallation will be provided by a separate vendor and is not a part of this solicitation.

### **2.0 Statement of Work**

Contractor shall provide relevant current Arizona contractor license(s) for scope of work required.

Contractor shall furnish all materials, labor, and equipment and perform all work shown or implied as necessary for the bus stop pad replacements.

Scope of work is located within Arizona Department of Transportation (ADOT) and City of Flagstaff (COF) right-of way (R/W).

All work performed by Contractor shall meet all applicable state and local codes and the Contractor shall obtain all required permits and inspections, the following order of precedence shall govern:

- 1) City of Flagstaff Engineering Design and Construction Standards.(COF R/W Stops)
- 2) ADOT Specifications and General Conditions (ADOT R/W Stops)
- 3) MAG Standards and Specifications, current editions/revisions.
- 4) City of Flagstaff current MAG Revisions (COF R/W Stops)
- 5) Arizona Department of Environmental Quality (ADEQ) Rules under the Arizona Administrative Code

Reference Exhibit A- F for general layout and the following scope of work breakdown:

In ADOT R/W:

- **Route 66 Stop 4 (Ponderosa Pkwy)** Located on Route 66.
  - Demolition and removal of existing pad.
  - Install new concrete shelter pad per Exhibit H. Dimensions modified to fit between ADOT curb and Flagstaff Urban Trail System (FUTS).
  - Provide third party testing.
  - Reference Exhibit B.
- **Route 66 Stop 7 (Steves Blvd)** Located on Route 66.
  - Demolition and removal of existing pad and mason block wall.

- Install new concrete shelter pad and split face grey mason block wall per Exhibit H. Dimensions modified to fit between ADOT curb and FUTS.
- Provide third party testing.
- Reference Exhibit C.
- **Route 5 Stop 13 (Valley Crest)** Located on Hwy 180.
  - Demolition and removal of existing pad.
  - Install new concrete shelter pad per Exhibit H. Dimensions modified to fit between curb and FUTS.
  - Provide third party testing.
  - Reference Exhibit D.

In COF R/W:

- **Route 4 Stop 6 (Lake Mary/I-17):** Located on Lake Mary Road.
  - Remove and dispose of wooden bench located behind shelter.
  - Demolition and removal of existing pad.
  - Install new concrete shelter pad per Exhibit H.
  - Reference Exhibit E.
- **Route 5 Stop 18 (Cheshire Park):** Located on Fremont Blvd.
  - Demolition and removal of existing pad and wall.
  - Install new concrete shelter pad and split face grey mason block wall per Exhibit H.
  - Reference Exhibit F.

Assumptions:

- General timeline for completion of work is November 17, 2017 assuming notice to proceed by August 21.
- NAIPTA will pay for permit and COF testing fees.
- Contractor is responsible for traffic control and permit applications (COF and ADOT).
- Contract may require extension due to weather conditions that delay progress or completion.
- This contract is not federally funded and requirement for Davis Bacon wages does not apply.

## **SPECIAL INSTRUCTIONS REGARDING THE PROPOSAL AND EVALUATION**

### **1.0 Quotation Format**

An emailed attachment shall be submitted in the format specified in the below “Requirements for Quotation.” The material should be in sequence and related to the RFQ. NAIPTA shall not provide any reimbursement for the cost of developing or presenting quotations in response to this RFQ. Failure to include the requested information may have a negative impact on the evaluation of the respondent’s proposal.

Quotations are limited to 4 pages.

### **2.0 Requirements for Quotation**

The Proposer shall provide the following:

1. An **Introductory Letter** signed by an authorized person of the firm indicating that the firm has the experience, interest and capacity to fulfill the terms and conditions of this RFQ. Include a description of the firm’s relevant project experience for horizontal construction in ADOT and COF right-of-way. Provide Arizona contracting license(s). Please address the letter to: Ms. Heather Dalmolin, Administrative Director at NAIPTA, 3773 N Kaspar Dr, Flagstaff AZ 86004. **(1 Page Limit)**
2. Proposers must have two (2) **Client References** completed and submitted directly to our office. The references need to complete the Past Performance Survey as attached as Attachment B of this RFQ.
3. **Exhibit A: Schedule of Values** must be submitted. NAIPTA will not pay for any costs not listed in Exhibit A. **(1 Page Limit)**

### **3.0 Evaluation Criteria**

An evaluation committee of two or more persons, established by NAIPTA, will assess the Quotations received. The committee may elect to award to a Proposal without further discussion, or may determine that no Proposer meets the needs of NAIPTA.

During the evaluation process and selection process, committee members may not disclose information from one Proposer to another Proposer. All information provided by Proposers shall remain confidential after the conclusion of the procurement process, to the extent possible by law.

The evaluation committee will review and analyze each Proposal. Quotations will be evaluated and scored per the following criteria:

Max points \* Quality Level = Score

<b>Evaluation Factors</b>	<b>Max Points</b>	<b>Quality Level</b>	<b>Score</b>
Relevant experience horizontal construction in ADOT and City of Flagstaff right-of-way	30		
<i>Past Performance Surveys, Attachment B (2 required)</i>	20		

<i>Exhibit A: Schedule of Values</i>	50		
<b>TOTAL POSSIBLE</b>			<b>100</b>

The Quality Level will be based on the following scoring method:

<b>Quality Level</b>	<b>Points</b>	<b>Description</b>
Excellent	100%	Meets all requirements.
Good	75%	Meets all requirements; strengths and weaknesses, if any, tend to offset one another equally.
Fair	50%	Does not meet all requirements; strengths and weaknesses do not offset one another equally.
Poor	25%	Serious doubt exists about ability to meet needs but may be sufficient; significant weaknesses without offsetting strengths.
Deficient	0	Will not meet minimum needs.

### **3.1 Selection Process**

The selection process will be conducted in a manner providing maximum full and open communication. Based upon the completed evaluation in section 3.0, the evaluation committee will recommend which Proposer demonstrate the best value contracting opportunity for NAIPTA.

NAIPTA reserves the right to investigate the qualifications of all Proposers and to confirm any part of the information furnished by a Proposer, and/or to require other evidence of managerial, financial or technical capabilities which are considered necessary for the successful performance of the Work.

### **3.2 Award**

After scoring is complete, the Project Manager will make contract recommendation to NAIPTA's General Manager for final award and contract authorization. At their discretion, the General Manager may choose to invite the recommended Proposer to provide additional information prior to award this RFQ or authorizing a contract.

NAIPTA will not be deemed to have authorized a contract until NAIPTA and successful Proposer have formally executed a Contract.