



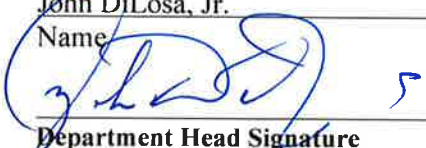
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8/4/21

Regional Transit Authority Solicitation Request Routing Sheet

INSTRUCTION: The user department is responsible for providing all information requested below and securing the requisite signatures.

Attachments (*Indicates Required Items)	
* Scope of Work	Project Schedule/Delivery Date *
Technical Specifications	Selection Criteria (RFQ/RFP Only)
DBE/SBE Goal Calculation	

A. I have reviewed this form and the attachments provided and by signing below I give authority to the below stated Department Representative to proceed as lead in the procurement process.

John DiLosa, Jr.	Director of Facilities	8307
Name	Title	Ext.
	June 15, 2021	
Department Head Signature	Date	

B. Name of Project, Service or Product: Facility Maintenance & Construction Support Services

C. Justification of Procurement:


Regional Transit Authority (RTA) is seeking proposals for Facility Maintenance & Construction Support Services for RTA Site Management Program (RTASMP) regarding physical structures listed locations. The Contractor shall provide all services, materials, supplies, supervision, labor and equipment, except as specified as RTA-furnished, required to provide facilities support services at all listed locations in accordance with the specifications, terms and conditions contained herein and incorporated by reference. Services shall be performed in accordance with RTA Safety and Health Requirements and applicable Federal, State, and Local laws.

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant? Yes No

	
Director of Grants/ Federal Compliance	Date

E. Safety: Include Standard Safety Provisions Only

Additional Safety Requirements Attached 	6/21/21
Safety Director	Date

Risk Management: Include Standard Insurance Provisions Only? Yes No

Include Additional Insurance Requirements Attached N/A



Risk Management Analyst

[Signature]

6/23/2021

Date

F. Funding Source: Federal State Local Other: _____

Funds are specifically allocated in the Department's current fiscal year budget or in a grant to cover this expenditure as follows:

Total Amount Available \$100,000.00

Projected Cost \$ _____

Previous Cost (if applicable) \$ _____

FTA Grant No.(s)

Line Item(s)

Operations/Department Code _____

Budget Code(s) – (Services - Garages) 1284399.7570.125

Budget Code(s) – (Services - Admin. Facilities) 1284399.7570.127

Budget Code(s) – (Materials/Supplies - Garages) 1284399.8620.125

Budget Code(s) – (Materials/Supplies - Admin. Facilities) 1284399.8620.127

[Signature]
Budget Analyst

Date

6/17/2021

G. DBE/SBE Goal: _____ % DBE

100 % Small Business

[Signature]
Director of Small Business Development

Date

7/1/2021

[Signature]
DBE/EO Compliance Manager

Date

7/1/2021

H. Authorizations: I have reviewed and approved the final solicitation document.

[Signature]
John DiLosa, Jr.
Department Head Signature

June 15, 2021
Date

[Signature]
Lona Edward Hankins
Division Manager

June 15, 2021
Date

[Signature]
Director of Procurement

Date

7/1/21

FOR PROCUREMENT USE ONLY

Type of Procurement Requested: (circle one) IFB RFQ RFP SS TWO-STEP



Invitation for Bid (IFB) This competitive method of awarding contracts is used for procurements of more than \$25,000 in value. The agency knows exactly what and how many of everything it needs in the contract, as well as when and how the products and services are to be delivered. The award is generally based on price.

Request for Quote (RFQ) This type of solicitation is often used to determine current market pricing.

Request for Proposal (RFP) This approach to contracting occurs when the agency isn't certain about what it wants and is looking to you to develop a solution and cost estimate.

Sole Source (SS) this procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements.

Two-step Procurement - request for qualifications step-one used in the formal process of procuring a product or service, It is typically used as a screening step to establish a pool of vendors that are then qualified, and thus eligible to submit responses to a request for price proposal (RFP). In this two-step process, the response to the RFQ will describe the company or individual's general qualifications to perform a service or supply a product, and RFP will describe specific details or price proposals.



Chief Financial Officer

7/4/21

Date



Chief Executive Officer

7/19/21

Date

Independent Cost Estimate (ICE)

INDEPENDENT COST ESTIMATE SUMMARY FORM

Project Name/Number: Facility Maintenance & Construction Support Services

Date of Estimate: June 15, 2021

Description of Goods/Services:

Facility Maintenance & Construction Support Services

- New Procurement
 Contract Modification (Change Order)
 Exercise of Option

Method of Obtaining Estimate:

Attach additional documentation such as previous pricing, documentation, emails, internet screen shots, estimates on letterhead, etc.

- Published Price List (attach source and date)
 Historical Pricing (attach copy of documentation from previous PO/Contract)
 Comparable Purchases by Other Agencies (attach email correspondence)
 Engineering or Technical Estimate (attach)
 Independent Third-Party Estimate (attach)
 Other (specify) _____ attach documentation
 Pre-established pricing resulting from competition (Contract Modification only)

Through the method(s) stated above, it has been determined the estimated total cost of the goods/services is \$ 100,000.00

The preceding independent cost estimate was prepared by:



John DiLosa, Jr.

Name

June 15, 2021

Date

Independent Cost Estimate Summary Form Back

Facility Maintenance & Construction Support Services Engineering and/or Technical Estimate

When estimating new jobs, there are several different approaches I could use within the industry. The cost of materials, production, and labor. This ICE depends on the structure and/or requirement with an accurate picture of the construction and/or damage or project in mind. According to National Flood Services, the price per square foot is broken down from 0.43sq to \$3.75sq. RTA Total sq for all below listed facilities/properties is 468, 071sq.

Please Note: COMMERCIAL OFFICE BUILDING(s) - In the U.S., the cost of a single-story office building per square foot averages at low as \$0.28sq single story small facility/building, \$313sq Mid-rise office facility/buildings, \$562sq on average building/facility, and high-rise buildings are costing about \$660sq.

1. $\$0.28 \times 468,071\text{sq} = \$131,059$
2. $\$313 \times 468,071\text{sq} = \$146,506,233$
3. $\$562 \times 468,071\text{sq} = \$263,055,902$

Canal Compound: 2817 Canal Street, New Orleans, LA 70119

- Building No.1 – Canal Adm/Office = 211,660sf
- Building No. 2 – Canal Vault/Fueling = 9,020sf
- Building No. 3 – Canal Bus Wash/Tire Repair = 8,289sf
- Building No. 4 – Canal Guard Shack = 800sf
- Building No. 5 – Storage, Inspection, and service (SIS) Maintenance/Wash = 32,100sf

The Carrollton facility has one facility.

Carrollton: 8201 Willow Street, New Orleans, LA 70118

- 1) Building No. 1 – Carrollton Streetcar Barn = 93,600sf

The East New Orleans Multifacility has six (6) physical structure(s) also with multiple names in RTA's database/shared drives. I would like the building identified listed as follow(s)

East New Orleans Compound: 3900 & 3901 Desire Parkway, New Orleans, LA 70126

- Building No. 1 – ENO Guard Shack = 1,000sf
- Building No. 2 - ENO Adm/Office = 12,600sf
- Building No. 3 – ENO Maintenance = 66,500sf
- Building No. 4 – ENO Chassis Wash = 2,000sf
- Building No. 5 – ENO Bus Wash = 2,000sf
- Building No. 6 – ENO Vault/Fueling = 2,000sf

The Napoleon Facility has two (2) physical structure(s) and I would like the building identified listed as follow(s).

Napoleon Compound: 419 Napoleon Ave, New Orleans, LA 70115

- Building No. 1 – Napoleon Main = 17,402sf
- Building No. 2 – Napoleon Warehouse = 9,100sf



Request for Proposals (RFP) For Facility Maintenance & Construction Support Services

1.0 Introduction

Regional Transit Authority (RTA) is seeking proposals for Facility Maintenance & Construction Support Services (on call) as needed basis. The purpose of this Request for Proposal (RFP) is to select a qualified Contractor to repair RTA's physical structures locations listed below. The Contractor shall provide all services, materials, supplies, supervision, labor and equipment, except as specified as RTA-furnished, required to provide facilities support services at all listed locations in accordance with the specifications, terms and conditions contained herein and incorporated by reference. Services shall be performed in accordance with RTA Safety and Health Requirements and applicable Federal, State, and Local laws.

- I. Canal Compound: 2817 Canal Street, New Orleans, LA 70119
 - Building No.1 – Canal Adm/Office
 - Building No. 2 – Canal Vault/Fueling
 - Building No. 3 – Canal Bus Wash/Tire Repair
 - Building No. 4 – Canal Guard Shack
 - Building No. 5 – Streetcar Maintenance/Wash
 - Building No. 6 – Canal Main Substation
- II. Carrollton: 8201 Willow Street, New Orleans, LA 70118
 - Building No. 1 – Carrollton Streetcar Barn
- III. East New Orleans Compound: 3900 & 3901 Desire Parkway, New Orleans, LA 70126
 - Building No. 1 – ENO Guard Shack
 - Building No. 2 - ENO Adm/Office
 - Building No. 3 – ENO Maintenance
 - Building No. 4 – ENO Chassis Wash
 - Building No. 5 – ENO Bus Wash
 - Building No. 6 – ENO Vault/Fueling
- IV. Napoleon Compound: 419 Napoleon Ave, New Orleans, LA 70115
 - Building No. 1 – Napoleon Main
 - Building No. 2 – Napoleon Warehouse

2.0 Background

Federal environmental, safety and health regulations require that support services for Federal buildings and property be provided in a manner that ensures the safety and health of Federal employees and members of the public. This Statement of Work shall be the basis for determining and estimating all labor, manpower, materials and services necessary to provide general maintenance, and support services at RTA's Facilities.

2.1 Background Information/Location



Facilities support services will be provided at all listed or dispatched from RTA's Facility central command. Work under this contract will be performed at above listed locations (Buildings), transit stops, and other locations within RTA's physical structures as directed.

2.2 Physical Description

2.2.1 Real Property:

RTA properties, including all building, physical structures, and transit stops.

2.2.2 Building and Physical Structures:

Regional Transit Authority (RTA) has fifteen buildings and several other minor physical structures. Types of occupancy and usage include office buildings, warehouse, Mechanic Garages, storages, advertised and non-advertised shelters, benches, trash cans, poles and signs.

3.0 Scope

The Contractor's responsibility shall include all personnel planning, programming, incidental engineering, administration, management services, and supplies necessary to provide the services specified in this Performance Work Statement (PWS). The work shall be conducted in accordance with the contract and all applicable Federal, State and local laws, regulations, codes, or directives. The Contractor shall perform all related administration services necessary to perform the work, such as inventory reports, quality control, and maintenance of accurate and complete records, files, and libraries of documents to include Federal, State and local regulations, codes and laws. Tasks shall be performed in such a manner as to conform to the standards specified or referenced in this contract. The tasks to provide facilities support services under this contract fall into three basic categories:

3.1 Project (support) Location – The work shall be performed as listed locations and locations designated by note 1. The Following is an example of the dispersion of work at the various locations.

- a) General Maintenance
- b) Preventive Maintenance
- c) Inspection, Testing, and Certification of Equipment
- d) Repair Work
- e) Miscellaneous Construction Projects
- f) Emergency Management Responses
- g) Moving Services
- h) Control Inspection

3.2 Verification of Workload and Conditions – GC's are encouraged to visit the project site(s) during the site visit for GC's during posted hours as part of its due diligence to assess the nature of work and conditions under which work is to be performed.

4.0 Management and Administration

4.1 Management, Administration, Definitions, and acronyms.



Frequency of Service

- Annual (A). Services performed once during each 12-month period of the contract.
- Biennial (B). Services performed once during each 24-month period of the contract.
- Daily (D1). Services performed once each calendar day, Monday through Friday, including holidays unless otherwise noted.
- Daily (D2). Services performed once each calendar day, seven days per week, including weekends and holidays.
- Monthly (M). Services performed 12 times during each 12-month period of the contract.
- Quarterly (Q). Services performed four times during each 12-month period of the contract.
- Semiannual (SA). Services performed twice during each 12-month period of the contract.
- Semimonthly (SM). Services performed 24 times during each 12-month period of the contract.
- Three times weekly (3W). Services performed three times a week, such as Monday, Wednesday, and Friday.
- Twice weekly (2W). Services performed twice a week, such as Monday and Thursday or Tuesday and Friday.
- Weekly (W). Services performed 52 times during each 12-month period of the contract.

4.2 Definitions and acronyms

4.2.1 Maintenance and Repair – The preservation or restoration of a piece of equipment, system, or facility to such condition that it may be effectively used for its designated purposes. Maintenance/repair may be adjustment, overhaul, reprocessing, or replacement of constituent parts or materials that are missing or have deteriorated by action of the elements or usage, or replacement of the entire unit or system if beyond economical repair.

4.2.2 Performance Assessment - A method used by RTA to provide some measure of control over the quality of purchased goods and services received.

4.2.3 Pre-Expended Bin Material and Supplies – The minor materials and supplies that are incidental to the job, for which the total direct cost of any one material line item shown on the material estimate is \$10.00 or less. Examples of pre-expended bin materials and supplies include, but are not limited to, solder, lead, flux, electrical connectors, electrical tape, fuses, nails, screws, bolts, nuts, washers, spacers, masking tape, sandpaper, solvent, cleaners, lubricants, grease, oil, rags, mops, glue, epoxy, spackling compound, joint tape, plumbers tape and compound, clips, welding rods, and touch up paint.

4.2.4 Preventive Maintenance (PM) – The recurring day-to-day, periodic or scheduled work required to preserve or restore equipment to such a condition that it may be effectively utilized for its designated purpose. Preventive maintenance includes, but is not limited to, replacement of belts, filters, refrigerant, motor and compressor oil, paint, cleaning of coils and equipment, and minor adjustments.

4.2.5 PWS – Performance Work Statement

4.2.6 Quality Control – A method used by the Contractor to control the quality of goods and services produced.



4.2.7 Response Time – The time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate personnel, tools, equipment, and materials, ready to perform the work required.

4.2.8 Observed Federal Holidays – RTA observes the following holidays: New Year’s Day, Martin Luther King Jr.’s Birthday, Mardi Gras, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving Day, Christmas Eve, Christmas Day and New Year’s Eve.

4.2.9 Training for Maintenance and Operation of New and Replacement Systems and Equipment – When construction, renovation, or repair work is performed by means other than this contract, the Contractor shall attend RTA provided training, as applicable, for maintenance and operation of new and replacement systems and equipment at no additional cost to RTA.

4.2.10 Permits and Licenses – The Contractor shall obtain all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable Federal, state and local laws and regulations. The Contractor shall submit copies of permits and licenses.

4.2.11 Insurance – The Contractor shall submit a Certificate of Insurance as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below.

4.2.12 Minimum Insurance Amounts - To protect RTA against liability in connection with, or resulting from the carrying out of this contract, Contractor shall provide, before the work is commenced hereunder, and shall at all time during the life of the contract carry at the expense of the Contractor, with a reliable insurance company, and approved to do business in the State of Louisiana, all insurance required by local, state or federal laws should there be any such requirement(s). Any subcontractor employed by the Contractor shall be governed by the same insurance requirements as stated herein. The Contractor shall deliver to RTA a Certificate of Insurance.

During the term of this Agreement the Contractor shall obtain and maintain the following types and amounts of insurance. The Contractor shall furnish to RTA Certificates showing types, amounts, class of operations covered, effective dates and dates of expiration of policies:

- Worker’s Compensation Insurance as required by applicable Louisiana Law.
- Vehicle Liability Insurance in the amount of \$1,000,000.00.
- General Liability Insurance in the amount of \$1,000,000.00.

4.2.13 Protection of RTA Property – During execution of the work, the Contractor shall protect RTA property. The Contractor shall return areas damaged as a result of negligence under this contract to their original condition at no cost to RTA.

4.2.14 Labeling of Equipment – The contractor shall be responsible for maintaining or creating new labels for equipment outlined to be maintained as part of this contract. This label shall be consistent with the other equipment within the facility (IE: Air handling units, AHU). The contractor shall identify the equipment with a number if there are multiple pieces of inventory. An example, if the inventory calls out 3 chilled water pumps, but when in the field the contractor finds that they are not uniquely labeled the contractor shall identify each one, CW pump 1, CW pump 2 and CW pump 3, but following the established naming convention. The contractor is also responsible for replacing labels on equipment if they are replaced or damaged.



4.2.15 Service Interruptions - If any utilities or other services must be discontinued (even temporarily) due to scheduled contract work, the Contractor shall notify the RTA Facility Staff, within five working days prior to the interruption. If the discontinued service is due to an emergency breakdown the Contractor shall notify the RTA Facility Staff as soon as practicable.

4.2.16 Passes and badges - All Contractor employees shall obtain employee and vehicle passes as required by the RTA's Physical Security & Emergency Management Department. RTA Physical Security & Emergency Management Department will issue badges without charge. Each employee shall wear the RTA issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's pass and badge shall be returned within 10 calendar days.

4.2.17 Access to Installation - All Contractor personnel shall obtain access to the installation by obtaining passes each day from RTA's Physical Security and Emergency Management Identification Office. Passes will be furnished without charge. Contractor personnel may be subject to daily mandatory vehicle inspection and will have limited access to the installation. RTA's Physical Security and Emergency Management will not be responsible for any cost or lost time associated with obtaining daily passes or added vehicle inspections.

4.2.18 Access to Buildings - The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor shall comply with RTA's Physical security requirements. Contractor shall consent to a search of all persons and equipment prior to entering and exiting restricted spaces as deemed necessary by RTA personnel. Personnel with access to special areas will have the appropriate screening and/or RTA's clearance, and personnel requiring routine access to restricted areas will wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-operational hours and will secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.

5.0 Facility Investment

5.1 General Information - The Contractor shall provide all labor, management, supervision, tools, material, and equipment required to perform Facility Investment services for Regional Transit Authority (RTA).

5.2 Concept of Operation - The intent of Facility Investment is to specify the requirements for the Sustainment, Restoration and Modernization (SRM) sub-functions only. The SRM requirements within this sub-annex primarily consist of infrastructure sustainment, restoration, and modernization work. Sustainment is the inspection, maintenance and repair necessary to keep an inventory of facilities and other assets in good working order. Restoration and modernization normally consist of major rehabilitation and capital improvements that is accomplished through other RTA programs. Some major repair, minor construction and stand-alone demolition may be accomplished as part of sustainment.

The Contractor shall perform maintenance, repair, alteration, demolition and minor construction for the following:



Building and Structures

- Interior and exterior finishes
- Roofing
- Foundation
- Structural Components
- Tanks (Underground & Above Ground)
- Petroleum, Oil and Lubricants (POL) System Storage & distribution

Building Systems

- HVAC
- Fire Protection
- Intrusion Detection Systems (Card Readers)
- Boilers (excluding Central Utility Plant Boilers)
- Compressed Air Systems
- Potable Water (including backflow prevention devices if applicable)
- Storm Water & Wastewater (if applicable)
- Electrical
- Lightning Arrestors and Grounding Devices
- Auxiliary Generator Systems (including emergency and portable generators)
- Uninterruptible Power Systems (UPS)
- Grease Traps
- Weight Handling Equipment (WHE)

Miscellaneous

- Signs
- Fences
- Locksmith (Keys & Card Readers)
- Drainage
- Monuments
- Flag Poles
- Unpaved Roads (gravel roads)

5.3 Facility Investment – Definitions and Acronyms

- **Control Inspection** - A scheduled examination of facilities conducted to identify and report deficiencies requiring correction now or in the foreseeable future.
- **Fire Alarm Reporting System** - Connects the Facility fire alarm control panel(s) to a constantly attended location staffed with qualified operators for the receipt and processing of emergency communications.
- **HVAC** – Heating, Ventilation, and Air Conditioning
- **Preventive Maintenance (PM)** - PM consists primarily of inspection, testing, cleaning, lubrication, adjustment, calibration, and minor part and component replacement (such as filters, batteries, belts, hoses, fluids, oil and grease) as required to verify proper system operation;



minimize malfunction, breakdown, and deterioration of systems and equipment; and maximize useful life.

- **Service Call** - Service calls are classified as emergency or routine work requests. Service calls are called into the work reception center by building occupants or generated by designated RTA Representative or Contractor representatives; are brief in scope; and do not reasonably require detailed job planning. Multiple maintenance, repair, and minor construction requirements received for the same trade in the same building or structure at the same time will be combined into one service call as long as the service call threshold is not exceeded.
- **Routine Service Call** - Service calls that are not an emergency in nature and are to be completed at the next PM planned visit, but within 60 days of contractor notification.
- **Repair** - The restoration of facilities or equipment to such a condition that it may be effectively utilized for its designated purposes by overhaul, reconstruction, or replacement of constituent parts or materials which have deteriorated by action of the elements or usage, and which have not been corrected through maintenance. This term also applies to replacement of the entire unit or system if beyond economical repair. The intent of repair is to have the equipment at normal working condition.
- **Replacement** - A distinct work element, is confined to a program of planned replacement of a facility or its components. It may be further limited to major components such as air conditioning compressors, furnaces or hot water heaters. Replacement is performed when the equipment has reached the end of its useful life; when it no longer can perform due to degradation of its internal components and repair is no longer cost effective. Included under the replacement would be the major rebuilding of any component since rebuilding also restores performance.
- **Restoration** - Restoration of real property to such a condition that it can be used for its intended purpose. Includes repair or replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident or other causes.
- **Sustainment** - Maintenance and repair activities necessary to keep a typical inventory of facilities in as well as cyclical major repairs or replacement of components that occur periodically over the expected service life of the facilities. "normal working condition". Sustainment includes regularly scheduled maintenance as well as cyclical major repairs or replacement of components that occur periodically over the expected service life of the facilities.
- **SRM** - Sustainment, Restoration, and Modernization
- **Weight Handling Equipment (WHE)** - Weight handling equipment consists of cranes (e.g., portal cranes, jib cranes), rigging gear (e.g., slings, shackles), and associated equipment (e.g., portable hoists, dynamometers). For purposes of this technical sub-annex, WHE does not include mobile or transportable truck, crawler, and railway mounted locomotive cranes.
- **Historical Preservation** - Buildings and facilities designated as historical sites shall be maintained in accordance with Federal, state, and local historical policies and regulations.

7.0 Service Requirements

Contractor will treat RTA as a priority client, and pledge to provide priority, timely services; equipment and supplies in response to a disaster or catastrophic event, and at agreed-to locked-in unit pricing.



Contractor shall perform all Remediation Services on an open work-order basis as requested services are received for the term of this awarded contract.

Contractor shall have a 24-hour emergency response number, with a guaranteed two (2) hour response to make contact and provide a preliminary assessment of the services required. After the preliminary assessment is made and the specific scope items and quantities identified and agreed upon, the Contractor must be fully mobilized and onsite with 24 hours.

In the event of non-response from the contractor within the required two (2) hour response timeframe, RTA reserves the right to contract services to the next lowest bidder in this selection process. More than one contractor may be selected as part of this selection process, however, in the event that more than one property is damaged by the event, work will be assigned to contractors in order of selection score and within the operational capacity of the selected firm.

Contractor shall perform all Covered Services in compliance with all Applicable Laws, rules and regulations, and all policy and procedural requirements of RTA. Contractor shall use its best efforts to cooperate and coordinate with RTA's personnel and other contractors who may be providing contemporaneous services.

In association with these services, Contractor must prepare notification, certification or any other documents that are required by Applicable Laws and shall also distribute and retain in its records copies of all such documents as required by Applicable Laws.

RTA will only pay the unit rates as listed on the Proposer's Cost Proposal. The specific work order scope will be determined by the owner at the pre-remediation conference, to be held prior to any work beginning. The proposed quantities for each scope item in the cost proposal will be the responsibility of the remediation contractor and will be verified with the owner to establish the overall cost of the work order prior to work beginning.

Contractor must provide a cost reasonableness demonstration for any change order work for scope not include in the contracted unit costs and must meet Federal Transit Authority FTA, FEMA, and other Federal Disaster Recovery Fund requirements and should be based on RS Means or historical data.

At the completion of work order, Contractor must provide RTA with a comprehensive final report with detailed information that summarizes all completed services provided by Contractor and in sufficient detail to satisfy FEMA and insurance company requirements to maximize payment of claims and reimbursement of expenses.

Contractor shall directly furnish and pay for all labor, permits, licenses, insurance, materials, tools, equipment and services required to provide the services described in this attachment or any additional services proposed by the contractor. All billing will be solely between RTA and the Contractor.

Contractor to provide documentary and photographic documentation of all damages prior to beginning the scope of work. This is to include, but is not limited to, all interior/exterior finishes, furnishings, interior/exterior of millwork, interior of furniture, and IT equipment within the scope of work.



8.0 Review, Approval, and Payment of Services

RTA reserves the right to accept or reject any and all proposals. RTA also reserves the right to waive any informality or irregularity in any proposals. Additionally, RTA may, for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP process. RTA shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by the submission of a proposal. RTA reserves the right to negotiate project deliverables and associated costs.

All services performed by contractor under this agreement shall be subject to the review and approval of the Contract Coordinator:

The Contract Coordinator shall decide all questions that may arise as to Contractor's obligations hereunder.

RTA will pay all rates as submitted by the contractor in the Cost Schedule.

RTA will only pay the rates as listed on the Proposer's Cost Proposal (or their Standard Cost Schedule if the item in question is not part of the Remediation Services Cost Proposal). Thus, if the Contractor should rent or sub-contract any items listed on the cost proposal to perform the services, RTA will not be responsible for any difference in the rental rate and prices quoted in the cost schedules.

9.0 EVALUATION CRITERIA

Administrative Evaluation

Prior to the distribution of submittals to the Technical Evaluation Committee, the RTA shall perform an administrative evaluation of each submittal to determine completeness and responsiveness to this RFQ.

Technical Evaluation Criteria

Interested firms are encouraged to provide a high-quality narrative that compellingly articulates the firm's qualifications. Qualifications statements must be complete and concise and must be formatted in manner that clearly identifies and addresses each element of the evaluation criteria as detailed below. These criteria will be used by the Technical Committee evaluating the submissions.

1. Overall Qualifications (20) – Capability, professional competence and relevant experience. - Maximum Score 20 points.

- a) Please provide a summary of the firm's professional competence to include the number of years in business, staff size, and relevant expertise and experience.
- b) Please provide a brief description of the products/services the firm provides.
- c) Please provide a brief description of recent and relevant projects. The listing of recent and relevant projects should include the type of work performed, the products developed and/or services delivered to the client, and the duration of the project.

2. Technical Qualifications (20) – Experience, expertise and technical capability. - Maximum Score 20 points.

- a) Please provide a resume for all members of the firm that will be a part of the project team. The resumes should include educational background, professional licensure or certification, and years of



experience. The resumes should detail the experience and qualification of the project team relative to the scope of work.

- b) Briefly describe any additional technical capabilities (i.e. software, proprietary systems, publications, etc.) that add value to the project.

3. References (5) – Maximum Score 5 points.

Provide a list of references for recent and relevant projects. References should include the project name, name and address of the project owner (customer), and a contact name, telephone number and e-mail if available.

4. Small Business Enterprise (SBE) or DBE Capacity Building (20) - Maximum Score 20 Points

For a small business limited competition, all certified SBEs that have the capacity to perform the scope but have never done business with the agency, the RTA's small business policy allows 8 capacity-building points to level the playing field and better ensure diverse participation in the economic opportunity the agency affords. All qualified SBEs that have never done business with the agency are eligible to receive these points.

5. Accessibility (5) – Availability, roles and responsibilities of the firm's staff - Maximum Score 5 points.

- a) Please provide a listing of the firm's current workload to include the project name, project owner and project start and end dates.
- b) Please provide a detailed description of the roles and responsibilities of the project team members relative to the scope of work and the overall management of the project.
- c) Please provide a detailed description of the availability of the project staff relative to the role and responsibility of the staff member (i.e. part-time, on call, weekly monitoring, etc.)
- d) Please provide an organizational chart for the project team.

6. Responsiveness to the Agency's Needs (10) - Maximum Score 10 points.

- a) List the main deliverables of the scope of work provided and provide a detailed description of the firm's experience and/or expertise in meeting the agency's stated need and/or providing the stated deliverables.
- b) Briefly describe any innovative approaches that the firm will employ in responding to the scope of work.
- c) Provide any additional information or description of resources supporting the firm's capability to meet the needs defined in the project scope.

7. Financial Proposal (20) – Maximum Score 20 points

Each Respondent shall complete and submit Attachment A. The unit cost shall be for the term of the contract and shall include delivery of all services.

The cost evaluation will be based upon the total cost proposed by the Proposers. The Proposer with the lowest total estimated cost will receive a score of 20 points for the Financial Proposal category. The remaining Proposers will receive a score based upon the following formula:

- $CS = (LPC/PC \times 20 \text{ points})$
- CS = Compared cost score for proposers



- LPC = Lowest proposed cost for all proposers
- PC= Proposer's cost



Regional Transit Authority

TO: John Dilosa

FROM: Mike Smith, Chief Safety Officer *MJS*

DATE: June 21, 2020

RE: Facility Maintenance & Construction Support Services

Additional safety requirements:

In reference to the above procurement, the vendor must comply with all local, State, and Federal safety and environmental requirements including but not limited to all applicable EPA and OSHA standards and the General Duty Clause of the OSH Act, which requires employers to keep their workplace free of serious recognized hazards. Copies of certifications and safety performance shall be evaluated during the qualifications review.

The Chief Safety Officer (CSO) or designee has the authority to monitor, evaluate and halt any work if s/he determine hazards are not properly mitigated. The vendor must evaluate their work for hazards to employees, RTA employees, and RTA's patrons and provide proper mitigation.

The SOW or project work plan (as appropriate) must include the steps to take in case of spills, fires, accidents, and other emergencies as appropriate. The vendor is responsible for ensuring such emergency responses plans comply with all RTA safety, physical security, and emergency preparedness plans and policies.