



Request for Proposals For Fuel Management System

RFP No.: 2017-SP-02

Date Issued: January 11, 2017

Sealed proposals will be received at the offices of the Corpus Christi Regional Transportation Authority, hereinafter called the "CCRTA", at the Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401, until 3:00 PM (CST) Wednesday, February 12, 2017 for Fuel Management System. This fuel management system purchase includes warranty and installation. Proposal prices shall be good for one hundred twenty (120) calendar days from proposal opening date.

Proposers are encouraged to attend a pre-proposal conference scheduled for Wednesday, January 25, 2017 at 3:00 PM (CST), at the Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401. The purpose of this meeting is to provide an overview of the requirements of the project and to answer any questions Proposers may have concerning this procurement. Although attendance is not mandatory, it is **HIGHLY** recommended.

If you are unable to attend the pre-bid conference but would like to participate via Go to Meeting, please send a request for login information to procurement@ccrta.org.

A site walk-thru is available after the meeting at the CCRTA Bear Lane Facility located at 5658 Bear Lane, Corpus Christi, TX 78405.

Copies of this Request for Proposals (RFP) and information may be obtained at the CCRTA's website at (www.ccrta.org/news-opportunities/business-with-us/). Further information may be obtained from Sherrié Clay, Buyer, or Robert Saldaña, Managing Director of Administration, at (361) 289-2712.

The following proposal documents are applicable under this procurement:

- Request for Proposals,
- Instructions to Proposers,
- Special Instructions,
- Scope of Work,
- Standard Service Terms and Conditions,
- Price Schedule (Appendix A), and
- Certification Forms.

The following documents must be signed and returned with your proposal in order for it to be considered responsive:

- Response to RFP **one (1) original, five (5) hard copies, and one (1) electronic version in PDF format supplied on a USB Flash Drive,**
- Price Schedule (Appendix A), **(one (1) original in a separately sealed envelope),**
- Certification Forms (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interest Certification (Appendix D),
- Accessibility Policy (Appendix E),
- References (Appendix F),
- Request for Information Form (Appendix G).

INSTRUCTIONS TO PROPOSERS

1. GENERAL

The following instructions by the CCRTA are intended to afford proposers an equal opportunity to participate in the CCRTA's contracts.

2. EXPLANATIONS

Any explanation desired by a proposer regarding the meaning or interpretation of these Instructions or any other proposal documents must be requested in writing to the CCRTA with sufficient time allowed for a reply to reach proposers before the submission of their proposals. Oral explanations or instructions will not be binding. Any information given to a prospective proposer concerning a Request for Proposals will be furnished to all prospective proposers as an addendum to the request if such information is necessary to proposers in submitting proposals on the request or if the lack of such information would be prejudicial to uninformed proposers.

3. SPECIFICATIONS

3.1 Proposers are expected to examine the specifications, standard provisions, and all instructions. Failure to do so will be at the proposer's risk. Proposals that are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive proposals.

3.2 The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.

4. INFORMATION REQUIRED

4.1 Each proposer shall furnish the information required by the Request for Proposals. The proposer shall sign the Price Schedule and the proposal, which collectively shall constitute the proposer's offer. Erasures or other changes must be initialed by the person signing the documents. Proposals signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the CCRTA.

4.2 All prices shall be entered on the Price Schedule in ink or be typewritten. Totals shall be entered in the "Total Price" column of the Price Schedule, and in case of discrepancy between the unit price and the extended total price, the unit price will be presumed to be correct.

- 4.3 Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in the Request for Proposals will be considered. The cover letter must bear the signature of a person duly authorized to legally commit for the proposer. All costs of proposal preparation will be borne by the proposer.
- 4.4 The CCRTA does not have to pay federal excise taxes or state and local sales and use taxes, except for contracts for improvements to real property.

5. SUBMISSION OF PROPOSALS

- 5.1. Sealed Proposals should be submitted in an envelope marked on the outside with the proposer's name and address and proposal description addressed to:

Corpus Christi Regional Transportation Authority

Staples Street Center

Attn: Contracts Department

602 N. Staples Street

Corpus Christi, TX 78401

Proposal For: Fuel Management System

Proposal Due Date: Wednesday, February 15, 2017 at 3:00 PM (CST)

- 5.2. **The Price Schedule should be submitted in a separately sealed envelope along with the proposal.** Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published proposal date and time shown on the Request for Proposals. Proposals received after the published time and date cannot be considered. Any proposals which are mislabeled or do not indicate the proposer's name or address as required above may be opened by the CCRTA solely for the purpose of identifying the proposer for return of the proposal.

5.3. **Schedule**

Proposals shall be governed by the following schedule:

- **Wednesday, January 11, 2017 – RFP Issued**
Proposal documents are available at the CCRTA Website:
<http://ccrta.org/business-with-ccrta.html>
- **Wednesday, January 25, 2017 - Pre-proposal Conference** at 3:00 pm at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401.

If you are unable to attend the pre-proposal conference but would like to participate via **Go to Meeting**, please send an email to procurement@ccrta.org to request a login.

- **Wednesday, February 1, 2017 Request for Information/Approved Equals**

Written Request for Information/Approved Equals (Appendix G) are due no later than 3:00 PM. Request for Information must be received via email to procurement@ccrta.org or hand-delivered at the CCRTA's Administration Building located at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401.

- **Wednesday, February 6, 2017 – CCRTA Response to Request for Information/Approved Equals**
- **Wednesday, February 15, 2017 - Proposals Due**
Written proposals are due no later than 3:00 PM (Central Time). All proposals must be received at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401 prior to deadline.
- **Wednesday, March 1, 2017 – Contract Awarded (Tentative)**

The CCRTA's Board of Directors will meet to award a Contract to the successful Proposing firm.

- The entire installation of the fuel management system should be completed within six month after a fully executed contract is in place.

6. MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by written or email notice received by the CCRTA prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by a proposer or an authorized representative prior to the proposal deadline; provided the proposer's identity is made known and he or she signs a receipt for the proposal.

7. OPENING PROPOSALS

All proposals shall be opened by the CCRTA as soon after the proposal deadline as is reasonably practicable. Information submitted in response to the Request for Proposals shall not be released by the CCRTA during the proposal evaluation process or prior to Contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after Contract award. If you believe information you submit is confidential, please mark that section appropriately.

8. EVALUATION FACTORS

- 8.1.** The CCRTA will award contracts based upon the criteria set forth in the Request for Proposals. Contracts may be awarded on a lump sum basis.
- 8.2.** Pre-award inspection of the proposer's facility may be made prior to the award of the Contract. Proposals will be considered only from firms that are regularly engaged and licensed in the business of providing the goods and/or services described in the Request for Proposals for a reasonable period of

time; and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a Contract under the terms and conditions herein stated. The terms “equipment” and “organization” as used herein shall be construed to mean a fully-equipped and well-established company in line with the best business practices in the industry as determined by the CCRTA. In making the award, the CCRTA may consider any evidence available to it of the financial, technical, and other qualifications and abilities of a proposer, including past performance (experience) with the CCRTA and other similar customers. A record of nonperformance or poor performance may disqualify a proposer from award.

9. ELIGIBILITY FOR AWARD

- 9.1.** In order for a proposer to be eligible for award of the Contract, the proposal must be responsive to the Request for Proposals; and the CCRTA must be able to determine that the proposer is responsible to perform the Contract satisfactorily.
- 9.2.** Responsive proposals are those complying with all material aspects of the Request for Proposals. Proposals which do not comply with all the terms and conditions of the Request for Proposals will be rejected as non-responsive.
- 9.3.** Responsible proposers at a minimum must:
 - 9.3.1** Have adequate financial resources or the ability to obtain such resources as required during the performance of the Contract;
 - 9.3.2** Have a satisfactory record of past performance;
 - 9.3.3.** Have necessary management and technical capability to perform;
 - 9.3.4.** Be qualified as an established firm regularly engaged in the type of business to perform the Contract required by this Request for Proposals;
 - 9.3.5** Be otherwise qualified and eligible to receive an award under applicable federal, state, county, or municipal laws and regulations; and
- 9.4.** A proposer may be requested to submit written evidence verifying that it meets the minimum criteria necessary to be determined a responsible proposer. Refusal to provide requested information shall result in the proposer being declared not responsible, and the proposal shall be rejected.

10. RESERVATION OF RIGHTS

The CCRTA expressly reserves the right to:

- 10.1.** Reject or cancel any or all proposals;

- 10.2. Waive any defect, irregularity or informality in any proposal or proposal procedure;
- 10.3. Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is improved or not impaired;
- 10.4. Extend the proposal due date;
- 10.5. Reissue a Request for Proposals;
- 10.6. Procure any item or services by other means;
- 10.7. The CCRTA reserves the right to retain all proposals submitted. The selection or rejection of a proposal does not affect this right; and
- 10.8. The CCRTA reserves the right to negotiate a Contract with the proposer having the best evaluation as determined by the CCRTA. No award will be made automatically based upon the lowest price or based solely on the proposal submitted. The CCRTA additionally reserved the right to suspend negotiations with the first proposer should it not progress in a manner satisfactory to the CCRTA and commence negotiations with the next best rated proposer.

11. **ACCEPTANCE**

Acceptance of a proposer's offer in some instances will be in the form of purchase orders issued by the CCRTA. Otherwise, acceptance of a proposer's offer will be by acceptance letters issued by the CCRTA. Subsequent purchase orders and release orders may be issued as appropriate. Unless the proposer specifies otherwise in the proposal, the CCRTA may award the contract for any item or group of items shown on the Request for Proposals.

12. **PROTESTS**

In the event that a proposer desires to protest any procedure, the proposer should present such protest, in writing, to the CCRTA Chief Executive Officer within five (5) business days following the proposal due date. The protest shall state the name and address of the protestor, refer to the project number and description of the Request for Proposals, and contain a statement of the grounds for protest and any supporting documentation.

13. **EQUAL OPPORTUNITY**

Proposers are expected to comply with the Affirmative Action Programs of the CCRTA with respect to its provisions concerning contractors.

14. SINGLE PROPOSAL

- 14.1.** In the event a single proposal is received, the CCRTA will, at its option, either conduct a price and/or cost analysis of the proposal and make the award by negotiation or reject the proposal and revise the Request for Proposals. A price analysis is the process of examining the proposal and evaluating a prospective price without evaluating the separate cost elements. Price analysis shall be performed by comparison of the price quotations, with published price lists, or other established or competitive prices. The comparison shall be made to a purchase of similar quantity and involving similar specifications. Where a difference exists, a detailed analysis must be made of this difference and costs attached thereto.
- 14.2.** Where it is impossible to obtain a valid price analysis, it may be necessary for the CCRTA to conduct a cost analysis of the proposal price. Cost analysis is the review and evaluation of a proposer's cost or pricing data and of the factors applied in projecting from such data the estimated costs of performing the contract, assuming reasonable economy and efficiency.
- 14.3.** The price and/or cost analysis shall be made by personnel of the CCRTA's selection. The CCRTA's discretion exercised as to its options in this regard shall be final.

SPECIAL INSTRUCTIONS

1.0 PROPOSAL CONTENT

1.1 General

The Corpus Christi Regional Transportation Authority, hereinafter referred to as the “CCRTA”, is seeking proposals from qualified firms experienced in the installation of fuel management systems.

Proposers, which have relevant experience, are invited to complete and submit proposals. The contents of the proposal shall include the following:

- Cover Letter,
- Ability and approach
- Personnel and Equipment
- Experience, and
- Price schedule (submitted in a separately sealed envelope).

Firms shall submit an original and five (5) copies of their proposal, which must be concise and straightforward.

All proposals must be submitted before the deadline in the solicitation and addressed with the information as noted in the “Instructions to Proposers” Section 5. The proposal contents shall include the following:

1.2 Proposal Elements

To enhance comparability, proposal elements must be addressed in the informational sequence noted below. The proposal shall also be brief and straight-forward.

1.2.1 Cover Letter

Include appropriate introductory and contact information including the name of the firm’s principle liaison.

1.2.2 Ability and approach

State in precise terms your understanding of the scope of work presented by the RFP. Provide a concise narrative description of the proposed effort and the services that will be provided, including project organization and experience installing a Turn Key Fuel Management System at facilities similar in size to this project to include the following:

Engineering
Design
Permitting
Integration to Network Systems

Project Managing
Construction Oversight, and
Meeting and being in compliance with all Federal, State and City Rules

Provide a concise narrative description and proposed timeline of the proposed effort and the services that will be provided.

1.2.3 Personnel and Equipment

Identify and provide resumes of those staff persons including supervisor who will be handling this contract. Include the number of professional personnel by skill and qualifications, including helpers. Provide information on the tools and equipment, which will be used to service this Contract. Include any particulars, such as minimum hours, your firm requires.

1.2.4 Experience

Firm - Proposer must submit any information appropriate to the RFP necessary to establish qualifications and experience (i.e.; references with contact name and telephone number).

Provide experience in design, interfacing and supporting the systems 24 hours a day 7/days a week.

1.2.5 Price Schedule

Firm must submit one (1) original price schedule with its original proposal in a separate sealed envelope. Failure to complete and return this section will be cause for rejection of this proposal as non-responsive.

2.0 EVALUATION CRITERIA

2.1 Evaluation factors with maximum points per criteria are as follows:

Ability and Approach	25
Personnel and Equipment	25
Experience	20
Cost – including associated cost of technical and end user training and implementation	30
Total	<u>100</u>

The CCRTA will first evaluate the proposals on all factors other than cost. After a preliminary evaluation, the cost proposal will be included in the evaluation process. The CCRTA may select a firm for the project after this review, if the CCRTA feels it is in the CCRTA's best interest. Otherwise, a short-list of interviewees will be established based upon the overall results. After completion

of the interviews, the evaluation of the proposals will be reviewed and modified as necessary.

SCOPE OF WORK

PART 1 - GENERAL

This turnkey fuel management system project will be completed within six months after a fully executed contract is in place.

1.1 SUMMARY

A. Section Includes:

1. Fuel-management equipment and software for one facility.
5658 CCRTA Bear Lane Corpus Christi, Texas 78405 Maintenance Facility
2. Installation and testing requirements for fuel-management system equipment and software at one facility.
3. On-vehicle data loggers for transit buses and medium-duty buses installed on to all vehicles (116).
4. Design-engineering and plan-check requirements for installation of fuel-management systems at one facility.

B. Related Sections

1. None.

C. Design Build. The fuel-management systems shall be constructed on a design-build basis, which calls for the awarded Design-Builder to prepare a complete set of engineered and approved construction drawings for all required disciplines, including mechanical, electrical and structural as required. The Design-Builder's design and construction drawings and documents are to be submitted for approval by the CCRTA (Corpus Christi Regional Transportation Authority) and the City of Corpus Christi Building and Fire Departments, and comply with the project plans and specifications, except where deviations are approved by the Owner, (hereafter referred to as "Owner").

D. Additive Alternates

1. Provide option for a fourth year of parts and labor warranty coverage, beyond three-year warranty under article number 1.5 (Site & 116 vehicles)
2. Provide option for a fourth and fifth year of parts and labor warranty coverage, beyond three-year warranty under article number 1.5 (Site & 116 vehicles)

1.2 REFERENCES

- A. General: The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.
1. International Code Council:
 - a. International Fire Code (2015) with State of Texas, City of Corpus Christi, Texas County Nueces amendments.
 - b. International Building Code (2015) 2012 International Fuel Gas Code with State of Texas, City of Corpus Christi, Texas and Nueces County amendments, Texas Rail Road Commission Safety LP-GAS & NFPA 54 (NATIONAL FUEL GAS CODE)
 2. National Fire Protection Association (NFPA):
 - a. NFPA 30 (2015) Flammable and Combustible Liquids Code.
 - b. NFPA 30A (2015) Code for Motor Fuel Dispensing Facilities and Repair Garages.
 - c. NFPA 70 (2014) National Electrical Code, with State of Texas, City of Corpus Christi.
 3. Underwriters Laboratories (UL):
 - a. UL 698 (1995; Rev thru Mar 1999) Industrial Control Equipment for Hazardous (Classified) Locations.
 - b. UL 886 (1994; Rev thru Apr 1999) Outlet Boxes and Fittings for Use in Hazardous (Classified) Locations.

1.3 SUBMITTALS

- A. General: Contractor shall submit construction drawings, shop drawings and equipment data for review and approval by the Owner, in writing, prior to ordering.
- B. Meeting Minutes. These meetings shall be scheduled with the CCRTC not less than 15 days prior to the start of all installations. Provide separate conferences for the following project elements:
1. Fuel management hardware.
 2. Vehicle-module installations
 3. Any other installations and tests.
- C. Design Drawing Requirements.
1. General. This project is a design-build project, which requires that the Contractor prepare a complete set of construction drawings for the work.

Contractor's drawings will be consistent with the preliminary design and intent shown in the accompanying preliminary design drawings for this project, drawings and sheets. Contractor's drawings will include any procured alternates and all related costs shall be included in the Bid.

2. Approvals. Final drawing list will be approved by the CCRTC and will also be submitted and approved by the authorities having jurisdiction, including the Nueces County Fire Building Departments for the CCRTA facility.
 3. Preliminary Drawing List.
 - a. Cover Sheet with site location maps.
 - b. Demolition drawings showing existing fuel-management equipment that is to be decommissioned and removed
 - c. Site plans for all facility.
 - d. Conduit and conductor plans.
 - e. Block wiring diagram for low voltage and line-voltage circuits.
 - f. Equipment plan and equipment schedule.
 - g. Troubleshooting and logic drawings
 4. Stamping By Professional Engineer. All drawings called for under article 1.03.C. shall be stamped by an appropriate Texas-licensed Professional Engineer, in accordance with Texas law.
- D. Shop Drawings: Submit shop drawings for the proposed dispensers. Shop drawings will show overall dimensions, structural supports, displays, system components, stationary and mobile components and separate single line/wiring arrangement drawings for all on-island & repair shop equipment.
- E. Product Data: Manufacturer's product data shall be submitted for the equipment listed below. Data shall include model numbers, materials of construction, features and design codes or standards used. Also provide the manufacturer's recommended installation procedures. Where data include several different products on one sheet, clearly mark the sheet to indicate which product(s) are proposed. Furnish product data for the following items of equipment, or as otherwise required for the procured fuel-management system:
1. Remote Island heads.
 2. Data receivers
 3. Vehicle detectors
 4. Site controller / software.
 5. On-vehicle data loggers.
 - a. Transit coaches.
 - b. Light- and medium-duty autos and buses.
- F. Field Quality Control Reports: Contractor shall furnish and submit to the Owner for review and approval the following reports prior to project completion.

1. Performance tests that shall generate a full report per requirements of this specification,
2. Integration test reports for each vehicle system is installed in,
3. Test reports for all vehicles – Fixed Route and Para Transit vehicles,
4. Component testing of all on-vehicle and system components,
5. System testing of all stationary and mobile systems, and
6. Logic testing of all signals and components, including data integrity and validity.

G. Operations and Maintenance Data: Organize maintenance and operating literature into suitable sets of manageable size, and bind into individual binders, properly identified and indexed (thumb-tabbed). Examples: Software manual, Remote Terminal Head, Fixed Data receiver, Vehicle Data Logger, Wiring, etc. Include full instructions for software operation, safety procedures, low voltage and line voltage wiring diagrams and instruction, spare parts listings, warranties, recommended maintenance intervals, inspection procedures, shop drawings, product data, and similar applicable information. Bind each manual of each set in a heavy-duty 2-inch, three ring vinyl-covered binder and include pocket folders for folded sheet information. Mark identification on both the front and spine of each binder, including "Volume ## of ##" information.

1. Furnish the following manuals prior to project completion. Manuals shall be printed and bound in a three-ring binder with index, and shall also be provided in text-searchable PDF on CDR, USB jump drive or other electronic media approved by the CCRTC. Electronic media shall be labeled with project title and submittal date.
 - a. Fuel management terminal and all other on-island equipment.
 - b. Site controller / remote –host software.
 - c. On-vehicle equipment for transit and light to medium duty vehicles.
2. Delivery: Supply 6 complete manuals for approval with the commencement of the delivery of the equipment to the site.

1.4 QUALITY ASSURANCE

- A. Standard Products: Material and equipment shall be standard products of a manufacturer regularly engaged in the manufacture of the products. Materials will be resistant to oxygenated reformulated automotive gasoline. The completed installation shall conform to applicable requirements of NFPA 30 and NFPA 30A.
- B. Permitting: Contractor shall obtain necessary operating permits in conjunction with installation of fuel management system and relevant appurtenances as may be required by federal, state, or local authority. Submit copy of permits to the owner's Contracting Officer.
- C. Contractor Licensing:

1. The contractor performing the work specified herein shall hold a current Texas Contractor's License in the classifications required by the State of Texas for the installation of automatic electronic system and wiring.

D. Safety: Ensure employees are trained in requirements of 29 CFR 1910.1200 and understand information contained in material safety data sheets (SDS) for their protection against toxic and hazardous chemical effects.

1.5 WARRANTY

A. Warranty: The contractor shall warrant that the products, materials and workmanship provided are without defect for a period of three (3) years for parts and labor, following the date of CCRTC's acceptance of the facility as being complete. Contractor will repair any defects discovered during the warranty period at no cost to the CCRTC. Contractor shall provide options for extended warranty for products, materials and workmanship for a fourth and fifth year of warranty coverage.

B. All parts shall be readily available in the United States.

C. Selected manufacturer shall identify the local – to Corpus Christi, Texas – representative and provide all contact information. The local contact will assure that all service calls and emergency calls during the warranty period shall be answered with 1 hours of receipt. This requirement will be identified in the warranty documents.

PART 2 - PRODUCTS

2.1 FUEL MANAGEMENT SYSTEM

A. General. All fuel dispensers at the facility will be controlled by a fuel management system, but using common manufacturer and model equipment. Data logging and reporting of vehicle and transaction information will be secure for facility. The fuel management systems will passively authorize vehicle by vehicle detectors through radio frequency (RF) link. The fuel management system will record vehicle number, mileage, date and time, amount and type of fuel (diesel, gasoline or CNG) dispensed to vehicles at each fueling position. The fuel management system will provide electronic recording of vehicle number, mileage, engine hours, dispenser ID, amount of delivered fuel and type of fuel, and engine fault code from vehicles equipped with electronic engines data logger installed on the vehicle. This system will provide a fully functional interface with a Sitel tank monitoring controller for monitoring and reconciling of fluids stored in belowground tanks, and fluid deliveries. Fuel management system will automatically transfer data to the CCRTC's existing "Fleet Net", Angi Energy System or any other software fleet management system used by CCRTA, which will include distinct and secure data transfer to the facility. The system will have the ability to monitor fuel storage and transfer this data to the Fleet Net software fleet management system. The system will include backend software for fuel use and inventory reports. The system will permit expansion of additional liquid products, if desired by owner, as well as integration to a remote

central computer with a real or virtual server. The system will automatically collect, record, transmit, compile and print data as specified, on a continuous basis.

1. Fuel management System will authorize and record fueling transactions for all connected dispensers. Provide automatic vehicle authorization by vehicle RFID and fueler authentication via proximity card. Wire for pulse and authorize conductors to each dispenser on its island, and configure to wireless communication to nearby site controller.

Fuel management System shall utilize an HTML-based graphical user interface with SQL database to provide System Controller Server operator with ability to set current date and time, 'white list' vehicle authorization, override vehicle authorization, enter or delete employee authorization information, place remote island head (terminal) units off or on line, set fuel quantity limits for exception reports, set request and schedule print option for each report, request tank alarm history, define storage tank parameters, and produce all required reports in 24- hour basis event logs, or as required, for historical data. The reports will be in tab-delimited text or PDF format, and can be sorted by vehicle, fuel type, date, etc. FMS will provide the capability for all of the above data to be downloaded from a host CPU to the System Controller on demand from the host CPU, but will be distinct and secure for the facility. FMS software will run on Microsoft server 2012 r2. FMS software must be upgraded to newer servers before server's end of life.

2. Fuel management system will be automatic except for operator functions specified herein. System will operate unattended except for normal service operator inputs, operator file updates, periodic status monitoring, and printer paper and ribbon replacement. Operator transactions and printer messages will be in conversational language. Input and output codes will not be used, unless format and storage capacities absolutely dictate their use. All operator transactions and printer messages will be defined in plain language and be bound in a system manual.
3. Fuel management system will verify each vehicle identification inputs against vehicle authorization file, and will verify each employee identification inputs against employee authorization file.
4. The Fuel management system vendor will provide training for computer, servicing, and maintenance personnel in use and maintenance of the Fluid Management System hardware and software supplied. Such training will consist of two one-hour on-site training session for service personnel at the service positions during actual servicing. Training will also be provided at the location of the System Controller to provide computer personnel with an overview of the total system operation and detailed instructions on running of reports and file maintenance. Such training is to consist of a two-hour training session. A two-hour training session will

also be provided to train designated personnel in the maintenance and troubleshooting of Fluid Management System Equipment.

5. Pulse count per unit of fuel at each dispenser type will be coordinated with the CCRTC. Baseline pulse rates shall be 1000 pulses per gallon at diesel and unleaded gasoline dispensers and 100 pulses per gasoline-gallon equivalent (GGE) for CNG dispensers.

2.2 Fuel Management Terminal.

- A. General. Remote Island Head (fuel management terminal) will be installed at each island, and be the interface between fueling operator, dispenser, and traffic sensor. It will be weather proof, temper proof and vandal resistant. Remote island head (terminal) components will be plug-in, remove and replace, maintainable; consist of push-button console with display, mounted on upright stand; and operate in temperature range from 0 degrees F to 120 degrees F, and relative humidity range of 5 to 99 per cent, non-condensing.
- B. Keypad will be a sealed, flat, pressure sensitive unit providing 16 push-button permanently labeled as 0-9 digits, SEND (terminals data entry), CLEAR (clears display), RESET (restart entry sequence), YES (for entry validation), and NO (for entry validation).
- C. Display to be alphanumeric, backlit LCD unit with a shatterproof glass face, allowing up to 16 characters to be displayed.
- D. Connections.
 1. 120V power.
 2. Hook-switch authorize to each dispenser valve on its island.
 3. Low voltage pulse to each dispenser meter head on its island.
 4. Cat-6 Ethernet to the local IP switch.
 5. Vehicle-data receiver.
 6. Vehicle detector.

2.3 Vehicle-data receiver. Data Receiver. Fixed Radio Frequency Receivers will be located in each vehicle service position for capture of vehicle number and other data defined in this specification.

2.4 Vehicle Detector. Vehicle Detectors, installed in each fueling position, will be connected to remote island heads at each lane to automatically authorize and terminate transaction for vehicles.

2.5 System Controller. System controller will be furnished with internal storage and communication capabilities to provide an interface with existing Fleet Net, Angi Energy Systems software fleet management system software by IP network interface.

2.6 System Monitor Software. Software will verify accurate data transmission using reasonableness checks, parity checks, and other checks required to ensure accurate data transmission. Data in System Controller Unit will not be erased

until accurate data transmission and storage verification is received from the host computer during a transmission session.

- 2.7 Transit Vehicle Date Logger. Vehicle-mounted data logger will be supplied as required for automatic capture of vehicle number, mileage, engine hours and electronic engine data. Vehicle date loggers will install on all vehicles. (116 vehicles)
- 2.8 Light Duty Vehicle Date Logger. Vehicle-mounted GPS-based data logger will be provided for non-electronic vehicles. Logger and any support vehicles. This device is a GPS-based odometer calculating distance traveled using GPS coordinates. The GPS-based Data Loggers will be programmable by the owner with vehicle number and initial starting mileage and electronically identify the vehicle each time the vehicle is fueled. GPS-based Data Loggers will be programmed to respond to a beacon signal sent from a Receiver Unit and upon receipt of such beacon signal will transmit via radio frequency the vehicle number, mileage and engine hours to the Receiver Unit. Programming software and hardware will be provided to allow the owner to program or re-program the GPS-based Data Loggers units at any time. GPS-based vehicle date loggers will be installed on all vehicles.
- 2.9 Approved Manufacturers:
 1. Fleetwatch System supplied by S & A Systems, Inc., Rockwall, Texas, phone (972) 722-1009.
 2. Fuel Master 3500 Plus by Syn-Tech Systems, Tallahassee, FL (909) 921-5526.
 3. Or other as approved by the CCRTC.

PART 3 - EXECUTION

3.1 FIELD INSPECTION AND TESTS

- A. Field Inspections: Prior to initial operation, inspect wiring and equipment installation for conformance to drawings, specifications, and manufacturer's submittals.
- B. Furnish everything required for performing inspections and tests. Correct defects and repeat the respective inspections and tests.
- C. Test Procedure: Upon completion of installation proper operation of the system will be tested to be demonstrated as follows:
 1. Electronic transfer of correct vehicle number and other defined data from the bus-mounted data recorder module to the terminal unit. Unlocking of fluid solenoid valves after input of valid vehicle and employee ID.
 2. Unlocking of the respective dispenser solenoid valve after passive (automatic) input of valid vehicle and employee ID.
 3. Correct measurement of quantity of fuel.

4. Relocking of solenoid valve upon automatic detection of vehicle exit from service position.
5. Default time-out and relock of valves after five minutes of no flow with vehicle remaining in service position.
6. Correct data transmission from terminal unit to System Controller with subsequent logging of the service transaction.
7. Correct data transmission from Tank Monitoring Controller to System Controller.
8. Storage of transactions data and subsequent transfer from System Controller to host computers or network server.
9. Printing of all specified reports from the FMS System Controller. Different reports will be printed as specified herein.

3.2 LABELING

- A. Major Equipment: The manufacturer will provide a stainless steel or brass nameplate on each major item of equipment. The nameplate shall be embossed with the manufacturer's name, address, model number, and serial number.

3.3 FIELD STARTUP SERVICES

- A. General: Contractor will provide complete field startup services for the Facility and its components. The installed fuel management system will pass all tests to authorize and terminate fueling, communicate properly with Sitel Tank monitors and Fleet Net, Angi Energy System software as specified herein, and generate reports as specified.

3.4 3.4 TESTING

- A. After final connections are made and prior to authorizing payment, specified equipment will be tested for compliance with specifications in the presence of the Architect or designated representative using acceptance procedures provided by the manufacturer.
- B. Each lift will be tested with the vehicle types operated by the Owner.

3.5 TRAINING

- A. Direct the technical representative to provide specified hours of training to designated Owner's maintenance personnel in operation and maintenance of all installed Fuel Management equipment. Coordinate, with Owner, the training schedule and list of personnel to be trained. All training shall be video taped and (2) Cd's of all training shall be provided to the Owner for review and approval.
- B. Demonstrate each fuel management system, sub systems, stationary and mobile component(s) in real time. Provide to the Owner a Training Agenda that outlines the training subject, training material to be provided, training duration of each subject, personnel (including qualifications) performing the various training

(if different personnel are performing different subject state this fact) and duration of all training to the Owner for review and approval.

- C. Provide this Training Agenda and outline a minimum of 30 days prior to the start of any scheduled training. Failure to provide this information will impact the scheduled training and could delay acceptance turn over of the new Fuel Management system.
- D. Obtain, from technical representative, a list of Owner's personnel trained (sign in sheets) in equipment operations and maintenance.

STANDARD SERVICE TERMS AND CONDITIONS

1. SERVICE STANDARDS

Contractor shall perform all work set forth in the specifications in a “first class” manner, consistent with all applicable regulations and industry standards. All work shall be performed to the reasonable satisfaction of the CCRTA, and any defective or substandard performance shall be promptly remedied.

2. INVOICES AND PAYMENTS

Contractor shall submit separate invoices, in duplicate, specified in the contract documents to CCRTA, Attn: Accounts Payable, 5658 Bear Lane, Corpus Christi, Texas 78405. Invoices shall indicate the contract number and shall be itemized in accordance with the different components of work set forth in the Price Schedule. Payment shall not be due until thirty (30) days after the date the above instruments are submitted or the work is actually performed, whichever is later. In the event payment has not been made by the due date, Contractor shall submit a reminder invoice marked “overdue.” The CCRTA reserves the right to review all of Contractor’s invoices after payment and recover any overcharges resulting from such review.

3. TOOLS, EQUIPMENT AND SUPPLIES

Contractor shall provide such tools, equipment, supplies, materials, employees, management, and any other items or services as may be necessary in order to enable Contractor to provide the services required under the terms of this Contract.

4. ESTIMATED QUANTITIES

The estimated quantities for services, supplies or work to be performed noted in the Price Schedule are approximate. These quantities are to be used only for the comparison of proposal and the award of this Contract and are based on past and projected usage. Contractor agrees and understands that the actual quantities to be utilized are within the sole and absolute discretion of the CCRTA. Should the actual quantities be greater or lesser than the estimates contained in the Price Schedule, Contractor agrees that, regardless of the amount of such variance, it shall not be the basis for deviating from the quoted unit prices. Further, Contractor agrees to honor quoted unit prices for the duration of this Contract.

5. LIABILITY INSURANCE COVERAGE

Contractor shall maintain at all times during the term of this Contract at its sole cost and expense each of the following insurance coverage’s listed below having policy limits not less than the dollar amounts set forth:

Commercial general liability insurance with minimum policy limits of \$1,000,000 (In the event motor vehicles will be used by Contractor to perform the services specified). Automobile liability insurance with a combined single limit of \$1,000,000.

Contractual liability insurance covering Contractors' indemnification obligations contained in this Contract.

Each of such insurance policies shall be issued by insurance companies licensed to do business in the State of Texas and rated A- or better by the A. M. Best insurance rating guide. Each such policy shall name the CCRTA as an additional insured, and a certificate of insurance evidencing such coverage's shall be furnished to the CCRTA prior to the commencement of work and maintained throughout the term of the Contract. Such insurance policies shall not be cancelled, materially changed, or not renewed, without thirty (30) days' prior written notice to the CCRTA, and the certificate of such insurance coverage shall reflect the foregoing cancellation provision. Copies of the insurance policies shall be promptly furnished to the CCRTA upon its written request after award of contract.

6. WORKERS' COMPENSATION

Contractor shall maintain at all times during the term of this Contract at its sole cost and expense workers' compensation as required by statute and employer's liability insurance with policy limits of \$300,000 containing a waiver of subrogation endorsement waiving any right of recovery under subrogation or otherwise against the CCRTA.

(In the event this Contract covers construction services, Section 6.1 through 6.11 shall apply.)

6.1. The following definitions shall apply:

Certificate of coverage ("certificate") – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project – includes the time from the beginning of the work on the project until Contractor's work on the project has been completed and accepted by the CCRTA.

Persons providing services on the project ("subcontractor" in §406.096) – includes all persons or entities performing all or part of the services Contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide

services on the project. "Services" includes, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

6.2. Contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, §401.011(44) for all employees of Contractor providing services on the project, for the duration of the project.

6.3. Contractor shall provide a certificate of coverage to the CCRTA prior to being awarded the contract.

6.4. If the coverage period shown on Contractor's current certificate of coverage ends during the duration of the project, Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the CCRTA showing that coverage has been extended.

6.5. Contractor shall obtain from each person providing services on a project and furnish CCRTA:

6.5.1. a certificate of coverage, prior to that person beginning work on the project, so the CCRTA will have on file certificates of coverage showing coverage for all persons providing services on the project; and

6.5.2. no later than seven days after receipt by Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.

6.6. Contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

6.7. Contractor shall notify the CCRTA in writing by certified mail or personal delivery, within 10 days after Contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

6.8. Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

6.9. Contractor shall contractually require each person with whom it contracts to provide services on a project, to:

6.9.1. provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, §401.011(44) for all of its employees providing services on the project, for the duration of the project;

6.9.2. =project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

6.9.3. provide Contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

6.9.4. Obtain from each other person with whom it contracts, and provide to Contractor:

A new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

6.9.5. retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

6.9.6. notify the CCRTA in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

6.9.7. Contractually require each person with whom it contracts, to perform as required by this subsection, with the certificates of coverage to be provided to the person for whom they are providing services.

6.10. By signing this Contract or providing a certificate of coverage, Contractor is representing to the CCRTA that all employees of Contractor who will provide service on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the Commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

6.11. Contractor's failure to comply with any of these provisions is a breach of contract by Contractor which entitles the CCRTA to declare the Contract void if Contractor does not remedy the breach within 10 days after receipt of notice of breach from the CCRTA.

7. INDEMNIFICATION

Contractor shall indemnify and hold harmless the CCRTA, its officers, employees, agents, attorneys, representatives, successors and assigns from any and all claims, demands, costs, expenses (including attorney's fees and expert witness fees), liabilities and losses of whatsoever kind or character arising out of or in connection with any act or omission of Contractor or its officers, employees or agents, during the term of this Contract. Contractor shall assume on behalf of the CCRTA and the indemnified parties described above, and conduct with due diligence and in good faith, the defense of any and all such claims, whether or not the CCRTA is joined therein, even if such claims be groundless, false or fraudulent.

8. INDEPENDENT CONTRACTOR

At all times during the term of this Contract, Contractor shall be an independent contractor to the CCRTA, and Contractor shall not in any event be deemed an employee or other representative of the CCRTA. Any persons employed by Contractor shall at all times hereunder be deemed to be the employees of Contractor, and Contractor shall be solely liable for the payment of all wages and other benefits made available to such employees in connection with their employ. Contractor shall remain solely responsible for the supervision and performance of any such employees in completing its obligations under this Contract. Contractor warrants that any such employees shall be fully covered by workers' compensation insurance and that each of such employees has been carefully screened as to character and fitness for the performance of his or her job.

9. ASSIGNMENT

Contractor shall not assign or subcontract any of its rights, duties or obligations under this Contract without prior written consent of the CCRTA. Contractor shall be entitled to assign, pledge or encumber its right to receive payments under this Contract pursuant to security interests created in conformity with the Uniform Commercial Code so long as the CCRTA shall never be obligated to negotiate with any such third party in respect to compliance with the terms and conditions of this Contract. Any such assignment, pledge or encumbrance shall be limited by any rights of offset by the CCRTA for damages or claims arising under this Contract or any other obligation owed by Contractor to the CCRTA.

10. AMENDMENTS

No amendments, modifications or other changes to this Contract shall be valid or effective absent the written agreement of both parties hereto.

11. TERMINATION

The CCRTA shall have the right to terminate for default all or any part of its Contract if Contractor breaches any of the terms hereof or if Contractor becomes insolvent or files any petition in bankruptcy. Such right of termination is in

addition to and not in lieu of any other remedies which the CCRTA may have in law or equity, specifically including, but not limited to, the right to sue for damages or demand specific performance. The CCRTA additionally has the right to terminate this Contract without cause by delivery to Contractor of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

12. ADVERTISING

Contractor shall not advertise or publish, without the CCRTA's prior consent, the fact that it has entered into this Contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local authorities.

13. GRATUITIES

No gratuities in the form of entertainment, gifts, or otherwise, shall be offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the CCRTA with a view toward securing a contract or securing favorable treatment with respect to a contract.

14. EQUAL OPPORTUNITY

Contractor agrees that during the performance of this Contract it will:

14.1. Treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age or handicap.

14.2. Identify itself as an "Equal Opportunity Employer" in all help wanted advertising or requests.

Contractor shall be advised of any complaints filed with the CCRTA alleging that Contractor is not an equal opportunity employer. The CCRTA reserves the right to consider such complaints in determining whether or not to terminate any portion of this Contract for which the services have not yet been performed; however, Contractor is specifically advised that no equal opportunity employment complaint will be the basis for denial of payment for any services already completed.

15. ENFORCEABILITY

This Contract shall be interpreted, construed, and governed by the laws of the United States and the State of Texas and shall be enforceable in any state court of competent jurisdiction in Nueces County, Texas. Contractor shall comply with all applicable laws and regulations in performing under this contract.

16. NOTICES

Notices shall be given to the parties by delivering or mailing such notice to the addresses set forth in the Contract documents, or at such other addresses as the parties may designate to each other in writing.

17. INTERPRETATION

This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms thereof. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used herein, and acceptance of a course of performance rendered under this Contract shall not be relevant to determine the meaning of this Contract even though the accepting party has knowledge of the performance and opportunity for objection.

18. LIQUIDATED DAMAGES

For this RFP, liquidated damages have been included under the Scope of Work of this solicitation. Said damages are not imposed as a penalty but as an estimate of the damages that the CCRTA will sustain from delays or poorly performed work. These damages by their nature are not capable of precise proof. The CCRTA may withhold the amount of liquidated damages from monies otherwise due the CONTRACTOR.

Exhibit A – Current System

Exhibit B- Fleet Vehicle Project List

Exhibit C – Electrical Drawings

Exhibit D – Mechanical Drawings

For

RFP No. 2017-SP-02

Fuel Management System

**The above exhibits can be downloaded from the
CCRTA web site at
www.ccrta.org/news-opportunities/business-with-us/.**

APPENDIX A

PRICE SCHEDULE

RFP No.: 2017-SP-02

PROJECT: Fuel Management System

FIRM: _____

INSTRUCTIONS:

1. State your best price.
2. Submit a signed original of this Price Schedule, **sealed in a separate envelope**, to the CCRTA Staples Street Center, Attn: Contracts Department at 602 N. Staples Street, Corpus Christi, Texas 78401. On the outside of the envelope include your company name and the information as stated in the “Instructions to Proposers”, Section 5, “Submission of Proposals”.
3. Pricing includes required warranty as specified in Scope of Work, Section 1.5.

BID SECTION	BID AMOUNT
ALL Work indicated in the Scope of Work, Drawings & Specifications in accordance with the General Conditions of the contract	
Any foreseen additional charges not mentioned in the General Conditions of the Contract or Scope of Services	
Fleet Equipment Installation on Listed Fleet Vehicles	
Permits or Any additional Fees	
Yearly software licenses Fees if Applicable for system	
TOTAL BID AMOUNT	

Signature

Printed Name

Title

Date

CERTIFICATION FORMS

Please fill out and sign the following forms and return with your signed proposal.

APPENDIX B

CERTIFICATION FORM

In submitting this proposal, the undersigned certifies on behalf of its firm and any proposed subcontractors as follows:

- (1) **Proposal Validity Certification:** If this offer is accepted within one hundred twenty (120) calendar days from the due date, to furnish any or all services upon which prices are offered at the designated point within the time specified;
- (2) **Non-Collusion Certification:** Has made this proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to this Request for Proposals with any other FIRM or with any other competitor,
- (3) **Affirmative Action/DBE Certification:** Is in compliance with the Common Grant Rules affirmative action and Department of Transportation's Disadvantaged Business Enterprise requirements.
- (4) **Non-Conflict Certification:** Represents and warrants that no employee, official, or member of the Corpus Christi Regional Transportation Authority's Board of Directors is or will be pecuniarily benefited directly or indirectly in this Contract,
- (5) **Non-Inducement Certification:** The undersigned hereby certifies that neither it nor any of its employees, representatives, or agents have offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any director, officer, or employee of the Corpus Christi Regional Transportation Authority with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performance of this Contract.
- (6) **Non-Debarment Certification:** Certifies that it is not included on the U. S. Comptroller General's Consolidated List of Persons or Firms currently debarred for violations of various contracts incorporating labor standards provisions, and from Federal programs under DOT regulations 2CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4
- (7) **Integrity and Ethics:** Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j)(2)(A)
- (8) **Public Policy:** Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. Section 5325(j)(2)(B)
- (9) **Administrative and Technical Capacity:** Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D)
- (10) **Licensing and Taxes:** Is in compliance with applicable licensing and tax laws and regulations
- (11) **Financial Resources:** Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U. S. C. Section 5325 (j)(2)(D)
- (12) **Production Capability:** Has, or can obtain, the necessary production, construction, and technical equipment and facilities.
- (13) **Timeliness:** Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- (14) **Performance Record:** Is able to provide a satisfactory current and past performance record.

Signature

Printed Name

Title

Date

APPENDIX C

CERTIFICATION AND STATEMENT OF QUALIFICATIONS

The undersigned BIDDER hereby further certifies that she/he has read all of the documents and agrees to abide by the terms, certifications, and conditions thereof.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

Firm Name: _____

Business Address: _____
Street, City, State and Zip

Telephone: Office: _____ Fax: _____

Email Address: _____

Firm Owner: _____ Firm CEO: _____

Taxpayer Identification Number: _____

Number of years in contracting business under present name: _____

Type of work performed by your company: _____

Have you ever failed to complete any work awarded to you? _____

Have you ever defaulted on a Contract? _____

Taxpayer ID#: _____ Date Organized: _____

Date Incorporated: _____

Is your firm considered a disadvantaged business enterprise (DBE)? _____

If you answered yes to the DBE question, explain type. _____

ADDENDA ACKNOWLEDGMENT

Receipt of the following addenda is acknowledged (list addenda number):

DUNS # _____ (Required) A DUNS number may be obtained from D & B by telephone (currently at 866-705-5711) or the internet (currently at <http://fedgov.dnb.com/webform>).

APPENDIX D

DISCLOSURE OF INTERESTS CERTIFICATION

FIRM NAME: _____

STREET: _____ CITY: _____ ZIP: _____

FIRM is: 1. Corporation 2. Partnership 3. Sole Owner
 4. Association 5. Other _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheets.

1. State the names of each “employee” of the Regional Transportation Authority having an “ownership interest” constituting 3% or more of the ownership in the above named “firm”.

NAME	JOB TITLE AND DEPARTMENT (IF KNOWN)
_____	_____
_____	_____

2. State the names of each “official” of the Regional Transportation Authority having an “ownership interest” constituting 3% or more of the ownership in the above named “firm”.

NAME	TITLE
_____	_____
_____	_____

3. State the names of each “board member” of the Regional Transportation Authority having an “ownership interest” constituting 3% or more of the ownership in the above named “firm”.

NAME	BOARD, COMMISSION OR COMMITTEE
_____	_____
_____	_____

4. State the names of each employee or officer of a “consultant” for the Regional Transportation Authority who worked on any matter related to the subject of this contract and has an “ownership interest” constituting 3% or more of the ownership in the above named “firm”

NAME

CONSULTANT

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Regional Transportation Authority, Texas as changes occur.

Certifying Person: _____

Title: _____

(Type or Print)

Signature of Certifying Person: _____

Date: _____

APPENDIX E



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD APPROVED

ACCESSIBILITY POLICY

POLICY STATEMENT

To provide full participation and equality of opportunity for people with disabilities, people who are aging and other people with access and functional needs, the Corpus Christi Regional Transportation Authority (CCRTA) Board of Directors calls for all CCRTA departments, within their regular duties and responsibilities, to establish a commitment to access.

APPLICABILITY

This policy statement is broad, cross-cutting and designed for application to all actions of the CCRTA, including but not limited to the following:

- Policy Development
- Customer Service
- Service Provision and Operation (Directly Provided or Contracted)
- Employment
- Physical Environment
- Communications/Media/Website
- Public Involvement
- External Meetings and Agency Sponsored Events
- Fleet Characteristics
- Maintenance
- Safety/Security/Emergency Operations
- Procurements
- Staff Development and Training
- Construction and Engineering
- Route and Service Planning

IMPLEMENTATION

Effective implementation of the Accessibility Policy statement begins with the establishment of a Universal Access Team. Each CCRTA department will designate sufficient and appropriate team members to serve and meet monthly to ensure compliance with the policy. This team will help develop guiding principles in conjunction with the CCRTA Regional Committee on Accessible Transportation

(RCAT). Meeting of the Universal Access Team will be coordinated through the designated CCRTA ADA Coordinator and report current activities and initiatives to the Chief Executive Officer (CEO).

Support of all CCRTA staff will include initial and ongoing training and professional development regarding integration and elimination of barriers for people with disabilities, people who are aging and other people with access and functional needs.

Additional tools available to all CCRTA staff will include the use of an Impact Statement (approved by the CEO) to ensure an effective outcome. The Impact Statement will provide for the review of programs, projects, and developing or ongoing CCRTA services that answer, at a minimum, the following questions:

- Are any barriers being created for people with disabilities, people who are aging and other people with access and functional needs?
- Is CCRTA enhancing access and integration for people with disabilities, people who are aging and other people with access and functional needs?
- Does the program, project, or service result in the most integrated setting appropriate for people with disabilities, people who are aging and other people with access and functional needs?
- Has CCRTA taken steps to reduce or eliminate any negative impacts?

POLICY REVIEW

Review of this policy will be done no less than annually or more frequently as needed. To complement the review, CCRTA staff through the Universal Access Team will establish procedures and conduct the following:

- Establish Review Baseline
- Conduct Internal Review of Regulatory Compliance to include an ongoing ADA Performance Monitoring Program for all modes of transportation
- Self-Evaluation Review and Update
- ADA Transition Plan Review and Update
- Establish Best Practices and Lessons Learned Components

Adopted July 6, 2011

Signed by: _____ Company: _____

Position: _____

Date: _____

APPENDIX F

REFERENCES: The Proposer must supply a list of three (3) similar projects which he/she has completed within the last five (5) years that satisfactorily met the client's specifications, and list three (3) that did not satisfactorily meet the client's specifications.

1. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Project: _____
Date Completed: _____ Cost: _____

2. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Project: _____
Date Completed: _____ Cost: _____

3. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Project: _____
Date Completed: _____ Cost: _____

4. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Project: _____
Date Completed: _____ Cost: _____

5. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Project: _____
Date Completed: _____ Cost: _____

6. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Project: _____
Date Completed: _____ Cost: _____

CONTRACTS ON HAND: The Proposer must provide a list of contracts that the firm is currently in process:

APPENDIX G

REQUEST FOR INFORMATION/EXCEPTIONS/APPROVED EQUALS REQUEST

(Please submit this form for each Request for Information/exception/approved equal)

Page:

VENDOR:

PROJECT: **RFP No. 2017-SP-02**

PAGE: _____ PARAGRAPH: _____ SUBJECT: _____

Request:

Signature

FOR CCRTA USE

Approved: _____ Disapproved: _____ Clarification: _____

Response:

Chief Executive Officer/Designee