

Pre-Proposal Conference

Paratransit and Small Bus Operations



Dates to Remember

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.

Proposers are advised not to contact any Board members or employees of the CCRTA directly in any manner during this proposal process. All communication regarding this RFP must be made through the Procurement Department.

Any questions or clarification needed after the pre-proposal meeting must be through an RFI submission to procurement@ccrta.org.

Walkthrough of the Operations Facility – Thursday, June 24, 2021, at 10:00 a.m. (CST)

- Proposers will have the opportunity to walkthrough the Operations Facility at Bear Lane (5658 Bear Lane, Corpus Christi, TX 78405) to view the vehicles.

Request for Information (Appendix H) – Wednesday, June 30, 2021, at 3:00 p.m. (CST)

- Please submit one form for each Request for Information/Exceptions/Approved Equals to procurement@ccrta.org.

CCRTA's Response to Request for Information Due – Wednesday, July 7, 2021

- Responses will be posted as an addendum to the CCRTA's website at www.ccrta.org/news-opportunities/business-with-us/.

Dates to Remember

Proposals Due – Wednesday, July 21, 2021 until 3:00 p.m. (CST)

- Written 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 p.m. (CST) or emailed to procurement@ccrta.org prior to deadline.
- **If hand delivered** – Staples Street Center, 3rd Floor, Reception area at 602 N. Staples Street, Corpus Christi, Texas 78401 by 3:00 p.m. (CST), July 21, 2021. The CCRTA's receptionist will date and time stamp the proposal.
 - Proposals will be valid for one hundred eighty (180) calendar days from the board approval date.
 - It is the responsibility of the Proposer to ensure that the sealed proposal is delivered prior to the deadline.
 - Proposals received after the deadline will not be accepted and will be returned to the Proposer unopened.
 - 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.

Interviews of Finalists – Friday, August 6, 2021, at 10:00 a.m. (CST)

- The CCRTA will evaluate each proposal for completeness and responsiveness to its needs. If necessary, the CCRTA may require interview with any or all proposing firms
- The CCRTA will evaluate each proposal for completeness and responsiveness to its needs and may request Best and Final Offers from any or all proposing firms.

Tentative Contract Award – September 8, 2021

- CCRTA Board of Directors will meet to award a contract to the successful Proposer.

APPLICABLE DOCUMENTS

For the purposes of this procurement, the following proposal documents are applicable:

- Request for Proposals,
- Instructions to Proposers,
- Submittal Instructions,
- Scope of Work,
- Federal Supplemental Conditions,
- Standard Service Terms and Condition,
- Special Terms and Conditions,
- CCRTA Service Area (Exhibit I),
- CCRTA Vehicle List (Exhibit II),
- CCRTA's Policies and Procedures (Exhibit III),
- Proposed Revenue Schedule (Appendix A),
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Sample Form 1295 (Appendix E),
- Certification of Restrictions on Lobbying (Appendix F),
- Accessibility Policy (Appendix G),
- References (Appendix H),
- Request for Information Form (Appendix I), and
- Proposal Submission Checklist (Appendix J).

REQUIRED DOCUMENTS

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

- Proposed Revenue Schedule (Appendix A), (one (1) original in a separately sealed envelope),
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Certification of Restrictions on Lobbying (Appendix F),
- Accessibility Policy (Appendix G), and
- References (Appendix H).

INSTRUCTIONS TO PROPOSERS

5. SUBMISSION OF PROPOSALS.

Proposal Due Date: Wednesday, July 21, 2021 by 3:00 p.m. (CST).

The following address should be used to mail a proposal to the CCRTA:

Corpus Christi Regional Transportation Authority

Staples Street Center

ATTN: Procurement Department

602 N. Staples Street

Corpus Christi, Texas 78401

Proposal for: RFP No. 2021-PT-11 Paratransit and Small Bus Operations

If submitting by mail, Proposers shall submit (1) original and five (5) hard copies of their proposal which must be concise and straightforward along with all signed Certification Forms (Appendix B, C, D, F, G and H) and one (1) electronic version in PDF format supplied on a USB Flash Drive. The Proposal Response Form (Appendix A) must be submitted in the original Microsoft Excel spreadsheet on the USB Flash Drive and one signed hard copy sealed in a separately sealed envelope.

For electronic submission of your proposal, please email your proposal and all signed Certification Forms (Appendix B,C,D,F,G, and H) in one electronic file and the Proposed Revenue Schedule in another electronic file. Both electronic files should be clearly titled and submitted together in the same email to procurement@ccrta.org before the proposal submission deadline.

INSTRUCTIONS TO PROPOSERS

6. MODIFICATION OR WITHDRAWAL OF PROPOSALS.

Proposals may be modified or withdrawn by written or email notice received by the CCRTA prior to proposal deadline.

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 RFP 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.

PROPOSERS may attend the Opening of Proposals scheduled for 3:00 p.m. (CST), Wednesday, July 21, 2021 in the CCRTA's Board Room on the second floor of the Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401. To participate remotely via GoToMeeting, please submit a login request to procurement@ccrta.org by 12:00 p.m. (CST), Wednesday, July 21, 2021.

INSTRUCTIONS TO PROPOSERS

8. EVALUATION FACTORS.

8.1. The CCRTA will award a contract based upon the criteria set forth in the RFP. A contract may be awarded on a lump sum basis or on a unit price basis, provided that in the event a contract specifies a unit price basis, the compensation paid by the CCRTA shall be based upon the actual quantities supplied.

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 RFP 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.

INSTRUCTIONS TO PROPOSERS

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 an RFP;
- 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 reserves 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.

INSTRUCTIONS TO PROPOSERS

15. FORM 1295 “CERTIFICATE OF INTERESTED PARTIES”

(Only to be submitted if chosen for award.)

Proposers must comply with Government Code Section 2252.908 and submit Form 1295 “Certificate of Interested Parties” upon notification that Proposer has been recommended for award. Form 1295 requires disclosure of “interested parties” with respect to entities that enter contracts with cities. These interested parties include:

- (1) persons with a “controlling interest” in the entity, which includes: a. an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock or otherwise that exceeds 10 percent; b. membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or c. service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers; or
- (2) a person who acts as an intermediary and who actively participates in facilitating a contract or negotiating the contract with a governmental entity or state agency, including a broker, adviser, attorney or representative of or agent for the business entity who has a controlling interest or intermediary for the business entity.

Form 1295 must be electronically filed with the Texas Ethics Commission at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. The form must then be printed, signed, and filed with the CCRTA. For more information, please review the Texas Ethics Commission Rules at <https://www.ethics.state.tx.us/legal/ch46.html>.

CERTIFICATION FORMS

Do **NOT** Alter Any Forms.

Doing so will deem your bid as non-responsive.

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

Reminders:

Acknowledge any addendums issued on the bottom of (Appendix C) Certification and Statement of Qualifications form.

Include your firm's DUNS number on the bottom of (Appendix C) Certification and Statement of Qualifications form. Be sure that your firm is registered with the **System of Award Management "SAM"** and visit SAM.gov to ensure that your firm's status is active with no exclusions before submitting your bid.

What is "SAM"? And why do I need to register with "SAM"?

The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in Central Contractor Registration (CCR)/FedReg, Online Representations and Certifications Applications (ORCA) and the Excluded Parties List System.

Both current and potential government vendors are required to register in SAM in order to be awarded contracts by the Government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status.

SAM is also a marketing tool for businesses. SAM allows Government agencies and contractors to search for your company based on your ability, size, location, experience, ownership, and more.

For more information on "SAM", please go to <http://sam.gov>.

SUBMITTAL INSTRUCTIONS

2.0 EVALUATION CRITERIA

2.1 The CCRTA will review all proposals for completeness. Those proposals found incomplete or failing to address the needs of the CCRTA as stated herein will not be evaluated. Those proposals furnished complete with all required documentation will be evaluated. Proposers are urged to initially submit their best offer. An award (if any) will be made to that proposer whose proposal is deemed most advantageous to and in the best interest of the CCRTA and the general public. The evaluation factors in order of importance are as follows:

Section	Evaluation Criteria	Weight (Points)
1	Management, Technical, Safety Competence, and Expertise	25
2	Operations and Maintenance Capability and Experience	15
3	Quality of Staffing Plan and Approach	15
4	Company Experience and References	10
5	Quality Assurance Expertise – Financial Procedures, Data Collection, and Reporting	10
6	Pricing	25
	Total	100

SUBMITTAL INSTRUCTIONS

2.2 The CCRTA will first evaluate the proposals on all factors other than price. After a preliminary evaluation, the Proposed Revenue Schedule will be opened and included in the evaluation process. Evaluation points for price will be assigned based on a lowest price (most points) to highest price (least points) ranking of the Proposed Revenue Schedule. The maximum points available for price is 25 points. The CCRTA may select a proposer for the project after this review if the CCRTA feels it is in the CCRTA's best interest. The CCRTA may also evaluate each proposal for completeness and responsiveness to its needs and may request Best and Final Offers from any or all proposing firms. 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.

Common Vendor Errors in Proposal Submittals:

- Forgetting to sign the proposal
- Taking exceptions to the solicitation
- Failure to acknowledge receipt of addenda
- Including promotional/extraneous information which services to alter the solicitation requirements
- Failure to return all required forms
- Late delivery of the proposal

Project Overview

An overview of the following sections will be covered by Mr. Derrick Majchszak, Managing Director of Operations:

1. Introduction
2. Services
3. Project Management
4. Personnel
5. Safety and Transportation
6. Scheduling, Dispatch, Reservations
7. Maintenance and Vehicle Service
8. Financial Procedures
9. Data Collection and Reporting Requirement
10. Service Quality and Performance Standards

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Proposed Revenue Schedule (Appendix A)

(To be submitted in a separately sealed envelope)

Instructions:

- **TAB 1** on the Microsoft Excel file contains the Instructions.
- **TAB 2** is the Proposed Revenue Schedule (Appendix A) which includes the Five (5) Year Base and the optional Two (2) One-Year Options at the discretion of the CCRTA.
- **TAB 3** is the Summary which automatically populates based on the entries in Tab 2.
- Costs, fixed for all modes of service must be included on this Proposed Revenue Schedule. All data are estimates of hours and miles. The information is to be used as an approximation in the calculations for the Proposed Revenue Schedule. All Proposers are to use these figures in order for all Proposed Revenue Schedules to be compared on equal terms.
- Please remember that parts costs need to be included in your cost estimates for the Paratransit and Fixed Route/Flexible (Non-CDL), and Non-ADA Demand Response services. The PROPOSER absorbs these costs. The only pass-through parts costs are for non-revenue and support vehicles.
- The Fixed Route (CDL) rate is for operating the service. The buses will be serviced and maintained by the CCRTA.

[Y:\Procurement Department Presentations\Proposed Revenue Schedule \(Appendix A\).xls](Y:\Procurement Department Presentations\Proposed Revenue Schedule (Appendix A).xls)



Thank You
For Your
Attendance!