

Pre-Proposal Conference

Vanpool Services



Purpose

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.

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking proposals from interested and qualified companies or firms with experience in providing vanpool services for commuter vanpool programs.

- The vanpool services program will be a five (5) year contract.
- Proposals received after the deadline will not be accepted and will be returned to the Proposer unopened.

Dates to Remember

Any questions or clarification needed after this Pre-Proposal meeting must be submitted through a RFI submission to procurement@ccrta.org.

Request for Information (Attachment G) Due Monday, March 4, 2024, by 3:00 p.m. (CST)

- Please submit one form for each Request for Information to procurement@ccrta.org.

CCRTA's Response to Request for Information Due Monday, March 11, 2024.

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

Proposals Due Monday, March 25, 2024, by 3:00 p.m. (CST)

- Proposals are due no later than 3:00 p.m. (CST). All Proposals must be received at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401 or emailed to procurement@ccrta.org prior to the deadline.

Proposal Closing Monday, March 25, 2024, at 3:30 p.m. (CST)

- The Proposals Closing will be held at 3:30 p.m. (CST) at the Staples Street Center at 602 N. Staples St., Corpus Christi, Texas 78401. To attend the Proposals Closing remotely, please submit a login request to procurement@ccrta.org by 1:00 p.m. (CST) on this date.

Contract Awarded (Tentative) – May 8, 2024

- The CCRTA's Board of Director will meet to award a Contract to the successful Firm(s).

Applicable Documents

The following documents are applicable under this procurement:

- Request for Proposals,
- Proposal Submission Checklist (Use as a reference),
- Instructions to Proposers,
- Scope of Work,
- Special Instructions, and
- Standard Service Terms and Conditions.

Attachments and Certifications:

- Price Schedule (Attachment A) - Separate Electronic Attachment (Microsoft Excel),
- Certification Form (Attachment B),
- Conflict of Interest Acknowledgement and Certification (Attachment C),
- Acknowledgement of Addendum/Addenda (Attachment D),
- References (Attachment E),
- Bidder/Offeror/Proposer Information Sheet (Attachment F), and
- Request for Information Form (Attachment G).

Exhibits:

- Sample Contractor Monthly Summary Sheet (EXHIBIT I), and
- Sample Participant Monthly Reporting Coversheet (EXHIBIT II).

Certification Forms

Do NOT Alter Any Forms.

Doing so will deem your bid as non-responsive.

Complete, sign, and submit the following forms with your signed Proposal:

- Price Schedule (Attachment A) - Separate Electronic Attachment (Microsoft Excel),
- Certification Form (Attachment B),
- Conflict of Interest Acknowledgment and Certification (Attachment C),
- Acknowledgement of Addendum/Addenda (Attachment D),
- References (Attachment E) (**Exclude the CCRTA. Must provide valid email addresses.**), and
- Bidder/Offeror/Proposer Information Sheet (Attachment F).

Reminders:

- Acknowledge all addenda issued on the Acknowledgement of Addendum/Addenda Form (Attachment D).

Submission Requirements

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

For mailed submissions, please submit the following documents:

1. Price Schedule – Attachment A Separate Electronic Attachment (Microsoft Excel) **One (1) signed hard copy in a separately sealed envelope, and one (1) electronic version in Microsoft Excel format supplied on a USB Flash Drive,**
2. Proposal in Response to the RFP **One (1) original, five (5) hard copies, and one (1) electronic version in PDF format supplied on the same USB Flash Drive mentioned above, and**
3. Attachments and Certifications:
 - B, C, D, E, and F

If hand delivery is preferred, please deliver to the third-floor receptionist to have your Proposals submission time and date stamped.

Submission Requirements:

Mailed or Hand Delivered Proposal Submission Instructions:

Sealed Proposals must be submitted in an envelope marked on the outside containing the Proposer's name and address along with the RFP number and title addressed to:

Corpus Christi Regional Transportation Authority
Staples Street Center
Attn: Procurement Department
602 N. Staples Street
Corpus Christi, TX 78401
Proposals For: RFP No. 2024-S-03 Vanpool Services

Proposals Due Date: Monday, March 25, 2024, by 3:00 p.m. (CST)

Submission Requirements

For electronic submissions, please submit the following documents in three separate electronic files to procurement@ccrta.org:

1. Price Schedule – Attachment A (separate file)
1. Proposal in Response to the RFP (separate file)
1. Attachments and Certifications (separate file):
 - B, C, D, E, and F

Ensure that all three (3) electronic files are clearly titled with the corresponding document name and email these files to procurement@ccrta.org.

Proposers are to choose one submission option. If submitting by mail, **DO NOT** submit electronically. If submitting electronically, **DO NOT** submit by mail.

Note: Proposer's email submission must be less than 50MB. If your email submission is more than 50MB, submit your bid via a file storage service such as drop box, hightail, etc. If you choose to submit via a file storage service, send a link to procurement@ccrta.org for the files to be accessed.

Failure to provide this information may deem your firm to be non-responsive.

Other Documents

The following document is required to be submitted ONLY upon notification of recommendation for award:

- Form 1295 “Certificate of Interested Parties”

Proposers are encouraged to utilize the enclosed Proposal Submission Checklist to ensure your proposal package is responsive to the requirements of this RFP.

- Proposal Submission Checklist

Failure to provide this information may deem your firm to be non-responsive.

Instructions to Proposers

6.0 MODIFICATION OR WITHDRAWAL OF PROPOSER

Proposals may be modified or withdrawn by written or telegraphic 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.

11. RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

- 11.1. Reject or cancel any or all Offers;
- 11.2. Waive any defect, irregularity or informality in any bid or bidding procedure;
- 11.3. Waive as an informality, minor deviations from specifications at a lower price than other Offers meeting all aspects of the specifications if it is determined that total cost is lower, and the overall function is improved or not impaired;
- 11.4. Extend the bid opening time and date;
- 11.5. Reissue a bid invitation;
- 11.6. Consider and accept an alternate bid as provided herein when most advantageous to the CCRTA; and
- 11.7. Procure any item or services by other means.

Instructions to Proposers

16.0 NO DIRECT CONTACT WITH CCRTA BOARD MEMBERS

Proposers are advised not to contact any Board members of the CCRTA directly in any manner during this proposal process. All communications directly with the Board should be reserved for public meetings in which this item is properly posted on the agenda. All communication regarding this RFP must be made through the Procurement Department.

Common Vendor Errors in Proposals Submissions:

- Forgetting to sign the Price Schedule (Attachment A)
- Not signing the Attachments and Certifications Forms
- Having an inactive or no Unique Entity ID number on SAM.gov
- Taking exceptions to the solicitation
- Failure to acknowledge receipt of addenda
- Including promotion/extraneous information which services to alter the solicitation requirements
- Failure to return all required forms
- Late delivery of the Proposals

NOTE: Ensure all Proposal Documents are enclosed with your submission by using **The Proposal Submissions Checklist.**

Project Overview

Presented by: Liann Alfaro

Director of Planning

Sections:

- [Scope of Work](#)
- [Special Instructions](#)
- [Price Schedule – Attachment A](#)

Exhibits:

- [Sample Contractor Monthly Summary Sheet \(EXHIBIT I\), and](#)
- [Sample Participant Monthly Reporting Coversheet \(EXHIBIT II\).](#)



Thank You
For Your
Attendance!