

# **Request for Proposals**

## **Design & Engineering Services for El Dorado Transit Maintenance Facility Swamp Cooler Replacement**

El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619  
530-642-5383

### **Key RFP Dates**

Issued: May 6, 2024

Notification to EDCTA by May 17, 2024

Written Questions Due: May 17, 2024

**Proposals Due: Thursday, May 23, 2024,  
at 4:00 P.M.**

## **Section 1, Project Overview and Scope**

The El Dorado County Transit Authority (Transit), desires to have design and engineering services for the modification to and replacement of the bus maintenance facility swamp coolers. More specifically, the two existing through-the-wall swamp coolers are to be replaced and a supply duct system added to more evenly distribute the discharged air. Also to be assessed are options for a fresh air supply for the shop offices.

### *Scope of Services*

The following is an outline of the general scope of services and process anticipated for completing the project.

Upon selection, the successful design firm (Consultant) shall work closely with Transit to develop detailed construction plans and specifications for the Swamp Cooler Replacement project.

### *Phase 1- Kick-off Meeting and Preliminary Design Discussions*

The project will at minimum include:

A. The Consultant shall meet with Transit staff and their project management consultant for a project kick-off meeting to:

- Clarify and address questions related to the project objectives listed above.
- Determine any existing building constraints and desired result for changing the existing swamp cooler installation.
- Determine deliverables, scope and schedules.
- Determine appropriate construction project budget.

B. Consultant shall develop preliminary design details at the level adequate to produce a preliminary opinion of probable construction costs and recommended project implementation schedule.

### *Phase 2 - Design Development*

The preliminary design discussions and conclusions shall be used to develop a set of drawings and details to a level of 60% to 90%, which would include all necessary submittals of a building plan, equipment type and product specifications, duct work plan and installation recommendations or requirements for review by Transit.

### *Construction Document Preparation*

Upon completion of the above, Consultant shall provide 95% design documents for review by Transit. Consultant shall finalize the design within the approved

budget and prepare construction documents required for competitive bidding for construction of the project. The construction documents shall include plans, details and specifications for all proposed improvements. Consultant shall prepare a final opinion of probable cost of construction based on the final construction documents. The construction documents shall be reviewed by Transit prior to public availability.

### **Project Lead**

Mr. Erik Bergren, Planning and Marketing Manager for Transit, with the assistance of Transit's project management consultant, will be the primary contacts on the project.

### **Section 2, RFP Submittal Requirements**

#### Eligibility

This RFP is open to all interested firms/individuals. Firms/individuals must certify in a cover letter that it meets the following conditions:

1. Is not in litigation that may have a significant and adverse impact on the ability to perform services for Transit.
2. Has the resources, expertise, and commitment to complete all components of the project in a timely and competent manner, as outlined in the Scope of Work.
3. Transit requires that the professional who signs the proposal as the project manager certify that they will be present at all meetings requested by Transit or PG&E and will fully participate in the day-to-day management of the contract.

**Proposals must be submitted at or before 4:00 P.M. on May 23, 2024.** Three (3) hard copies or an electronic copy of the proposal in PDF format should be delivered in person, by mail, or by e-mail to the following address:

El Dorado Transit  
6565 Commerce Way  
Diamond Springs, CA 95619  
Attn: Erik Bergren, Planning and Marketing Manager  
[ebergren@eldoradotransit.com](mailto:ebergren@eldoradotransit.com)

Proposals received after the date and time specified above will be returned unopened.

**Inquiries and Notification List.** Questions regarding this RFP will be accepted through **May 17, 2024** and should be directed to Erik Bergren at the above email. Also, Prospective Proposers are required to notify Erik Bergren of their intent to

submit a proposal, so that any Addendums, changes or Responses to Inquiries can be transmitted to the consultant or firm.

The proposal should not exceed 20 single written pages (excluding cover letter, proposal cover and table of contents). If submitting a hard copy proposal, printing is to be done on double-sided, 8-1/2" x 11" paper, using a minimum of font size 11. Proposals shall be organized using the following format:

1. **Cover Letter/Statement of Qualifications:** Identify the prime consultant and describe any subcontract arrangements. Please include at a minimum the names, qualifications, and proposed duties of the Consultant's team to be assigned to this project, if using a team.
2. **Experience:** Briefly describe your experience with design and specification of asphalt renovation, and for electrical conduit layout and installations.
3. **Detailed Scope of Work and Management Approach:** This section should present a detailed management approach to complete the tasks, including;
  - Detail on how to complete the tasks and timeline for completion
  - The personnel assigned to these tasks
  - The number of hours assigned per person per task
  - Total cost of all tasks proposed
4. **Project Schedule:** Please identify project phasing schedules, major project milestones, and key dates in the project schedule.
5. **Project Budget:** Please provide a project budget, showing the budget for each task and final budget for the pavement renovation and EV infrastructure plan, as outlined in this RFP. Include the level of effort for each staff person and billing rates for each person. Identify loaded hourly rates that include all costs rolled into the rate except travel. Travel should be a separate line item.
6. **References:** Provide at least three references (names and current phone numbers) from recent relevant work (Previous five years) for the key project manager and designated staff members. Include a brief description of the projects associated with the reference and the role of the respective team member.

#### Non-Discrimination Certification

By responding to this RFP, proposers represent that they and their subsidiaries do not and will not discriminate against any employee or applicant for employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status.

## Addenda

Any changes to the requirements will be made by written addendum to this RFP. Transit will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of verbal instructions. **Proposers are responsible for checking Transit's website ([www.eldoradotransit.com](http://www.eldoradotransit.com)) for any and all written Addenda related to this RFP.**

## Clarifications

1. Submitting Questions
  - a. All questions must be in writing and must be received by Transit no later than **5 P.M. on May 17, 2024.**
  - b. Questions may be submitted to [ebergren@eldoradotransit.com](mailto:ebergren@eldoradotransit.com) or mailed to El Dorado Transit, 6565 Commerce Way, Diamond Springs, CA 95619. Mailed questions must be received prior to the date and time listed above.
  - c. Responses: Responses from Transit will be provided in writing as best as possible and at least 7 calendar days prior to the RFP due date.

Transit reserves the right to:

1. Accept, reject any or all submittals, or any item or part thereof;
2. Issue subsequent Requests for Proposals;
3. Alter the Selection Process Dates;
4. Remedy technical errors in the RFP process;
5. Request additional information from Proposers and investigate the qualifications of all firms under consideration;
6. Confirm any part of the information furnished by a Proposer;
7. Obtain additional evidence of managerial, financial, or other capabilities;
8. Approve or disapprove the use of particular subcontractors;
9. Negotiate with any, all, or none of the Proposers;
10. Award a contract to one or more Proposers;
11. Accept other than the lowest-priced Proposal;
12. Solicit best and final offers from all or some of the Proposers;
13. Withdraw this RFP at any time without prior notice and Transit makes no representations that any contract will be awarded to any Proposer responding to this RFP;
14. Waive informalities and irregularities in Proposals or the selection process.

## Confidentiality of Proposals

To the extent permitted by law, proposals received shall remain confidential until

the contract, if any, resulting from this RFP has been finally negotiated and executed. Thereafter, all information submitted in response to this request shall be deemed a public record. In the event that the Proposer desires to claim portions of its proposal as exempt disclosure under the California Public Records Act, it is incumbent on the Proposer to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. Transit will consider a Proposer's request for exemption from disclosure; however, Transit will make its decision based on applicable laws. An assertion by the Proposer that the entire proposal is exempt from disclosure will not be honored. Firms are advised that Transit does not wish to receive confidential or proprietary information and those proposers are not to supply such information except when it is absolutely necessary. If any information or materials in any proposal submitted are labeled confidential or proprietary, the proposal shall include the following clause:

[Legal name of proposer] shall indemnify, defend and hold harmless El Dorado Transit, its officers, agents and employees from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code § 6250 et seq.) arising out of, concerning or in any way involving any materials or information in this proposal that [legal name of proposer] has labeled as confidential, proprietary or otherwise not subject to disclosure as a public record.

### Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by Proposer in:

1. Preparing its proposal in response to this RFP;
2. Submitting that proposal to Transit;
3. Negotiating with Transit any matter related to this proposal; or
4. Any other expenses incurred by Proposer prior to date of award, if any of the Agreement.

Transit shall not, in any event, be liable for any pre-contractual expenses incurred by Proposer in the preparation of its proposal. Proposer shall not include any such expenses as part of its proposal.

### Lobbying

Any consulting firm submitting a proposal or a party representing a firm shall not influence or attempt to influence any member of the evaluation committee, any member of the Board of Directors of El Dorado County Transit Authority, or any employee of Transit, with regard to the acceptance of a proposal. Any party

attempting to influence the RFP process through ex-parte contact may be subject to rejection of their proposal.

### **Section 3, Evaluation and Award**

An Evaluation Committee will be formed to review all proposals received. The committee will be comprised of Transit staff and may include outside personnel. Transit staff will conduct an initial review of the proposals for general responsiveness and compliance with the requirements of this RFP. Proposals failing to satisfy the requirements or are inadequately responsive will not be considered.

Upon evaluation of the Consultant Proposals, Transit will determine the proposal they feel is most qualified for this project. Transit's evaluation may include conducting interviews of the top rated firms; however, Transit reserves the right to make a selection based solely on the written Proposals. Transit will negotiate the final scope of work, fee, project schedule and contract terms with the selected firm. Firms will be evaluated based on the following areas of qualifications:

- Overall responsiveness of the submittal.
- Cost Estimate
- Experience of the firm with similar projects.
- Quality of design and performance of similar projects.
- Experience working with sub-consultants.
- Capacity to accomplish work in the required time.
- Experience of key personnel.
- Project Understanding and Approach.
- Knowledge of the project area and related issues affecting the project.
- History/Insurance capacity/Bonding.

#### Award

Acceptance of a proposal or other material during the selection process does not constitute a contract and does not obligate Transit to award funds. Funding and final contract approval may be subject to approval by the Board of Directors of the El Dorado County Transit Authority. Transit reserves the right to reject any and all responses without penalty and to act in the best interest of Transit. Transit staff will evaluate the proposals received and will submit the proposal considered to be the most competitive to the Executive Director of Transit, for consideration and selection. Transit may also negotiate contract terms with the selected Proposer prior to award, and expressly reserves the right to negotiate with several Proposers simultaneously and, thereafter, to award a contract to the Proposer offering the most favorable terms to Transit.

Negotiations may or may not be conducted with Proposers; therefore, the proposal submitted should contain Proposer's most favorable terms and conditions, since the selection and award may be made without discussion with any Proposer.

#### Notification of Award

Proposers who submit a proposal in response to this RFP shall be notified by email regarding the firm who will be recommended for award of the contract. Such notification will be made at least seven (7) days before the date the contract is awarded.

#### **Section 4, Tentative Schedule**

The following is a tentative project schedule and milestone requirements for the project. Transit reserves the right to adjust the schedule.

**Release RFP:** May 6, 2024

**Notification to Transit/Written Questions:** May 17, 2024

**Proposals Due:** May 23, 2024, by 4:00 p.m.

**Contract Approval:** June 6, 2024

**Kick-Off Meeting:** Tentatively week of June 10, 2024