

OPEN

# A&E Services Fabrication Machine Shop Metal Storage Building

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Request For Proposal Facilities

Project ID: 178-2023

Release Date: Wednesday, January 24, 2024 · Due Date: Tuesday, February 27, 2024 2:00pm

Posted Wednesday, January 24, 2024 2:23pm

All dates & times in Eastern Time



Draft Response

Events RSVP

No Bid

Time Remaining: 8 days, 2 hours, 59 minutes

Overview

Project Documents

Downloads

Addenda & Notices

Question & Answer

1. Introduction
2. Scope of Work
3. Instructions to Bidders
4. Terms and Conditions
5. Diversity & Inclusion Participation Plan
6. Contract Award
7. Vendor Questionnaire
8. Evaluation Criteria
9. Attachments

Viewing All Sections

To respond to this project, please click the "Draft Response" button above.

## Post Information

**Posted At:** Wed, Jan 24, 2024 2:23 PM  
**Sealed Bid Process:** Yes (Bids Sealed / Pricing Sealed)  
**Private Bid:** No

## 1. Introduction

### 1.1. Summary

The Southwest Ohio Regional Transit Authority (SORTA) is seeking services from A&E Firms to design, specify and provide project management services for the construction of a pre-engineered metal building to house the existing fabrication shop, machine shop, and stock metal storage at the SORTA Queensgate facility.

### 1.2. Background

The Southwest Ohio Regional Transit Authority ("SORTA") is a regional transit authority organized and operating under Section 306.30 et seq. of the Ohio Revised Code. As such, it is a political subdivision of the State of Ohio. SORTA provides both fixed-route mass transportation services and paratransit services.

SORTA provides service to the city of Cincinnati, Hamilton County Ohio, and parts of Butler, Clermont, and Warren Counties. SORTA operates 46 fixed routes. SORTA provides both fixed-route mass transportation and paratransit services through approximately 300 city-type transit buses and 50 paratransit vehicles.

### 1.3. Contact Information

**Angela Meade**  
Procurement Specialist  
1401 Bank Street  
Cincinnati, OH 45214  
Email: [ameade@go-metro.com](mailto:ameade@go-metro.com)  
Phone: (513) 632-7516

**Department:**  
Facilities

## 1.4. Timeline

Solicitation Release Date:	January 24, 2024
Pre-Proposal Meeting (Non-Mandatory):	February 5, 2024, 10:00am Queensgate Garage 1401 Bank St. Cincinnati, OH 45214
Meet at the south end of the building. Entrance from Sherman Ave. behind the Post Office.	
Deadline to submit questions:	February 12, 2024, 2:00pm
Addendum/Response to Questions/Clarifications:	February 16, 2024, 4:00pm
Proposals Due:	February 27, 2024, 2:00pm
Review for responsiveness (tentative):	March 1, 2024
Evaluation of Proposals:	March 8, 2024
Notice of Award:	March 15, 2024
Effective Date of Agreement:	May 1, 2024

## 2. Scope of Work

### 2.1. PROJECT OVERVIEW

SORTA is requesting technical proposals from qualified Firms. The selected proposer will provide Civil Engineering services for the construction of a pre-engineered metal building to house the existing fabrication shop, machine shop, and stock metal storage at the SORTA Queensgate facility (approximately +/- 45' x 200').

SORTA seeks a team under a single, responsible lead entity ("Firm"). Any other firms required for portions of the services shall be as sub-consultants to the lead firm. SORTA intends to issue one contract to the selected Firm for the entire scope of work these projects.

### 2.2. TASK

Design and prepare project plans and specifications for the construction of a pre-engineered building to house the Fabrication & Machine Shop and stock metal storage.

- Hanger Style 30' wide
- Three (3) - 12' wide overhead doors



### 2.3. DELIVERABLES

#### Project Documents

- Schematic Design and Plans
  - "As Is" Conditions Report
  - Site Survey

- Civil Plan
- Demolition Plan
- Structural Plan
- Architectural Plan
- Excavation Plan
- Construction Plans
- Utility Plan
- Site Lighting Plan
- Detail Sheets
- Detailed Scheduling Plan
- Generate Site & Civil Drawings as required to meet permitting requirements.
- General Build and Design Construction Documents
  - Division 0/1
  - Upfront bid documents
  - Project cost estimates
  - Permitting and licensing identification
  - Risk Assessment
- Bidding Assistance
  - Site visits
  - Responding to vendor questions
  - Preproposal meetings
  - Negotiation assistance
  - Bid review and cost analysis.
  - General procurement assistance
- Construction Oversight Assistance
  - Eliminate construction requirements that are impossible or impractical to build.
  - Make periodic visits to the site to assure design compliance and provide certification efforts as required by the permitting Agency.
  - Assist with or conduct construction meetings.
  - Provide detailed list of submittal requirements.
  - Review construction contractor shop drawings and submittals.
  - Review and approve monthly pay requests.
  - Schedule, conduct, and provide documentation for regular progress meetings with SORTA.
  - Prepare observation reports detailing construction progress to keep SORTA informed of project status and issues.
  - Schedule control assistance
  - Verify QA/QC during construction.
  - Review change requests and estimate costs for change orders.
  - Value Engineering review to assure cost effectiveness.
  - Field inspection reports
  - Conduct pre-final and final walkthrough.
  - Compile all warranty information and submit to SORTA.
- Punch List (if applicable)
- Document of Substantial Completion
- Other services as required to support successful completion of the work and the SORTA's interest.

### 3. Instructions to Bidders

#### 3.1. Proposal Preparation Cost

SORTA will not reimburse proposers for any costs incurred in the preparation and submittal of proposals or participation in the evaluation and negotiation process.

### 3.2. Proposal Format

Proposals shall be submitted in two (2) volumes. Proposers must prepare a completed Technical Proposal, Volume 1, (as described in the Proposal Contents section) and Business Proposal, Volume II. Until further notice, The Southwest Ohio Regional Transit Authority (SORTA) will accept only electronic submittals through the e-Procurement Portal (<https://procurement.opengov.com/portal/go-metro>) in response to this solicitation. No hard copy submittals will be accepted. Any required notarizations shall be done by a licensed notary or by an online notary pursuant to Ohio Revised Code Section 147.60 et seq.; a listing of such notaries may be found on the Ohio Secretary of State website:

[Online Notary Search](#)

#### **No price or price-related information shall appear in the Technical Proposal, Volume 1 or in the Business Proposal, Volume 2.**

Proposals must be received no later than 2:00 pm on Tuesday, February 27, 2024 (EST). Late proposals will not be accepted, except as described below.

### 3.3. Proposal Contents

The proposal should be prepared using the following format:

#### A. Technical Proposal (Volume 1)

##### 1. Cover Letter

Cover letter should identify the prime contractor and all subcontractors, if any. The letter should also include the officer or other responsible executives of the proposer authorized to negotiate and agree to a contract. This individual shall serve as SORTA's point of contact for all communications regarding this solicitation. The cover letter should identify this individual by name, title, address, telephone, facsimile and email contact information. The letter should also contain a commitment that the proposed pricing will be valid for not less than 120 days from the above deadline for receipt of proposals or any extension thereof.

##### 2. Project Approach

This section shall describe the proposer's approach to providing the services requested per the scope, understanding SORTA's requirements for this project, and reflecting its experience in performing similar contracts for other clients. Proposers may offer an alternative solution to the requirements specified in the scope of work herein, provided that such alternative meets SORTA's needs as described herein.

##### 3. Firm Qualifications, Experience and References

This section should contain a description of the proposing firm's prior and current experience as it pertains to services similar to those required hereunder. It should include a list of all similar assignments undertaken in the past five (5) years, identifying the duration, the client, and the scope of the contract. Contact information (name, title, mailing address, and email, telephone and fax numbers) for each client should be included. Provide a summary of the firm's qualifications, general information about the firm, location of office(s), years in business and areas of expertise.

##### 4. Staffing (Qualifications, Experience and Availability)

Identify key staff and include a description of their abilities, qualifications and experience. Attach resumes of key staff to be assigned to this project. Include a proposed project management structure and organization chart. Please list the number of full-time staff by discipline. Identify any portion of the scope of work that would be subcontracted. Include firm qualifications and key personnel, telephone number and contact person for all subcontractors. SORTA/Metro reserves the right to approve or reject any internal staff or subcontractors proposed by the firm.

#### **No price or price-related information shall appear in the Technical Proposal, Volume 1**

#### A. Business Proposal (Volume 2)

##### 1. Cover Letter

A copy of the cover letter from Volume 1 should be included.

##### 2. Insurance Certificates

This section should include copies of the proposer's worker's compensation, general liability, automobile

insurance, Crime coverage (including theft, fraud and computer fraud), and Professional Liability/Errors and Omissions insurance certificates

### 3. Exceptions to Contractual Terms

The proposer may identify any proposed exceptions to SORTA's Terms and Conditions as contained in this RTP, or propose any additional terms it considers appropriate. Such proposed exceptions or additional terms must be specific, and include a clear explanation of the reasons for the exception or addition. Please note that certain of the terms contained herein are required by law or regulation and cannot be modified.

**No price or price-related information shall appear in the Business Proposal, Volume 2**

### 3.4. Proposal Clarity and Conciseness

SORTA requests that proposers submit concise proposals, clearly addressing the evaluation criteria and information requested herein. Overly elaborate proposals and proposals containing only generalized marketing information are discouraged and may result in a lower evaluation score.

### 3.5. Proposal Validity Period

Proposals, including any modification thereof, shall remain valid for not less than 120 days from the date established for receipt by SORTA.

### 3.6. Late Submissions, Modifications and Withdrawals of Offers

Any proposal, modification, or revision, that is received at the designated SORTA office after the exact time specified for receipt of proposals is "late" and will not be considered, unless it is received before award is made, the contracting officer determines that accepting the late proposal would not unduly delay the acquisition; and

If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the SORTA infrastructure not later than 5:00 PM (EST) one (1) working day prior to the date specified for receipt of proposals; or

There is acceptable evidence to establish that it was received at the SORTA office designated for receipt of proposals and was under SORTA's control prior to the time set for receipt of proposals; or

It was the only proposal received. However, a late modification of an otherwise successful proposal, that makes its terms more favorable to SORTA, will be considered at any time it is received and may be accepted.

Acceptable evidence to establish the time of receipt will show electronically once the proposal is uploaded in the e-Procurement Portal on <https://procurement.opengov.com/portal/go-metro>.

If an emergency or unanticipated event interrupts normal SORTA processes, so that proposals cannot be received at the SORTA office designated for receipt of proposals by the exact time specified in the solicitation and urgent SORTA requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which the SORTA office is open to the public.

Proposers may withdraw a proposal or modification thereof electronically via the e-Procurement Portal at any time prior to the time specified for receipt of proposals or modifications. A proposal or modification may be resubmitted prior to the time specified for receipt.

### 3.7. Questions Concerning This Solicitation

Any questions regarding this solicitation shall be submitted through the [e-Procurement Portal](#) no later than 2:00 pm on Monday, February 12, 2024 (EST). Telephoned questions will not be accepted. Proposers shall not contact any other

SORTA personnel regarding any aspect of this solicitation. Any proposer found to have had such contact shall be barred from participation in this solicitation and any subsequent contract, either as a prime contractor or subcontractors.

SORTA anticipates that responses to questions submitted will be provided to all known proposers by 4:00 pm on Friday, February 16, 2024. If the responses materially alter the terms of this solicitation, they will be incorporated in an amendment to the solicitation. No communication by SORTA or any of its Trustees, officers, employees, agents or representatives shall alter the terms of this solicitation or bind SORTA in any manner, unless incorporated in such an amendment.

### 3.8. Vendor Diversity Mission Statement

The Southwest Ohio Regional Transit Authority (SORTA) has established a Small and Disadvantaged Business Enterprise program that encourages diversity and inclusion on all contracts. It is the policy of SORTA to promote equal opportunity and fairness in all its procurement matters, in accordance with state and federal laws, so that small and disadvantaged businesses have an equal opportunity to receive and participate in all contracts. It is also our policy to:

- A. Ensure nondiscrimination in the award and administration of contracts;
- B. Create a level playing field on which small and disadvantaged businesses can compete fairly for SORTA contracts;
- C. Help remove barriers to the participation of small and disadvantaged businesses in SORTA contracts; and
- D. Assist the development of firms that can compete successfully in the marketplace outside of SORTA's small and disadvantaged business program.

SORTA is committed to fostering small and disadvantaged business participation in contracting opportunities. As such, bidders/proposers are expected to make reasonable efforts to support inclusivity in staffing and subcontracting, to support SORTA's mission.

### 3.9. Evaluation Process and Criteria

Proposals timely received by SORTA will be evaluated by an evaluation team established by SORTA in accordance with the criteria set forth below. Following an initial evaluation, SORTA may advance to a second evaluation phase those firms that are determined to fall within a highly competitive range. The highly competitive range is defined as those firms whose aggregated subjective criteria scores are less than 5 percent of the total possible points from the highest scoring firm.

As part of the second evaluation phase, SORTA may provide targeted questions and conduct interviews in order to clarify information contained in submitted proposals. Interviews may be virtual or in person and may include oral/visual presentations and/or product demonstrations. SORTA reserves the right to determine the proposal believed to add the best value to the agency based on the outcome of the second evaluation phase.

SORTA reserves the right to accept proposals other than the lowest cost offered, reject any and all proposals, or to negotiate separately with any proposer or proposers as deemed to be in SORTA's best interest. SORTA also reserves the right to waive informalities, make an award on the basis of initial proposals received without discussions or negotiations. Initial proposals, therefore, should represent the proposers' best effort to meet SORTA's needs at a reasonable price.

Proposals will be reviewed and evaluated at each step of the process based upon the following criteria in relative order of importance:

**SEE HYPERLINK FOR DETAILED EVALUATION CRITERIA**

- [#Evaluation Criteria](#)

### 3.10. Verification of Proposer Responsibility

SORTA may undertake such investigations as it deems necessary to determine the ability of each Proposer to perform the work, and the Proposer shall furnish to SORTA all such information and data as SORTA may request for this purpose. SORTA reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy SORTA that such proposer is properly qualified to carry out the obligations of the contract and to complete the work required, hereunder. SORTA may require the proposer to submit any of the following information as part of the evaluation process:

- (1) proposer's performance record;
- (2) proposer's certified, audited financial statements for up to three (3) prior years; and
- (3) such additional information as will satisfy SORTA that the Proposer is adequately prepared to fulfill the contract.

SORTA also reserves the right to verify a proposer's indirect cost rates, such as provisional overhead (burden) and General & Administrative (G&A) rates, before or after award of a contract. In this connection, SORTA may request the proposer to provide copies of undisputed audits of the proposed by

- (1) other FTA grantees;
- (2) the federal government; or
- (3) state government.

### 3.11. Rights and Options Reserved

In addition to the rights reserved elsewhere in this RTP, SORTA reserves and may, in its sole discretion, exercise any one or more of the following rights and options with respect to this RTP if determined that doing so is in the best interest of SORTA to:

- Decline to consider any response to this RTP; to cancel the RTP at any time; to elect to proceed or not to proceed with discussions or presentations regarding its subject matter with any Respondents or to reissue the RTP or to issue a new RTP (with the same, similar or different terms);
- Waive, for any Response, any defect, deficiency or failure to comply with the RTP if, in SORTA's sole judgment, such defect is not material to the RTP;
- Extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RTP at any time prior to the Submission Date/Time.
- Require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to responses by some or all Respondents at any time before or after the Submission Date/Time;
- Require, request or permit, in discussions with any Respondents, any information relating to the subject matter of this RTP that SORTA deems appropriate.
- Discontinue discussions, at any time determined by SORTA, with any Respondent or all Respondents regarding the subject matter of this RTP, and/or initiate discussions with any Respondent or all Respondents.
- Do any of the foregoing without notice to Respondents or others, except such notice as SORTA, in its sole discretion, may elect.

To the best of SORTA's knowledge, the information provided herein is accurate. Respondents should undertake appropriate investigation in preparation of responses.

### 3.12. Contract Award

Award will be made to the firm(s) whose proposal, in SORTA's sole judgment, is considered to be most advantageous to SORTA, cost and all other factors considered. SORTA reserves the right to reject any and all proposals and to permit or waive minor informalities, irregularities and errors in proposals. SORTA may elect to make an award on the basis of initial proposals or to proceed with the evaluation process defined herein.

### 3.13. Protests

SORTA's policy and procedure for the administrative resolution of protests is set forth in §3.10 of SORTA's Procurement Procedures Manual (PPM). The PPM contains rules for the filing and administration of protests. SORTA shall furnish a copy of §3.10 upon request. The policy and procedure is available on SORTA's website at

[Metro Protest Procedure \(go-metro.com\)](http://go-metro.com)

An interested party wishing to protest a matter involving a proposed procurement or contract award, shall file a written submission with the Director of Procurement by certified mail or other delivery method by which receipt can be verified. Electronic submission of protests is not acceptable unless an original signed copy of the protest is received by the Director within 24 hours (not including weekends and holidays) after receipt of the electronic copy.

The Director may, however, permit the electronic provision of supplemental information after the initial protest submittal. The protest shall include, at a minimum:

The name and address of the protesting party and its relationship to the procurement sufficient to establish that the protest is being filed by an interested party;

- Identity of the contact person for the protestor, including name, title, address, telephone, fax and e-mail addresses. If the contact point is a third party representing the protestor, the same information must be provided, plus a statement defining the relationship between the protestor and the third party;
- Identification of the procurement;
- A description of the nature of the protest, referencing the portion(s) of the solicitation involved;
- Identification of the provision(s) of any law, regulation, or other governance upon which the protest is based;
- A complete discussion of the basis for the protest, including all supporting facts, documents or data;
- A statement of the specific relief requested.

The protestor is solely responsible for the completeness and validity of the information provided. Any documents relevant to the protest should be attached to the written submission. Documents which are readily available on the Internet may be referenced to an appropriate link.

### 3.14. Confidential Information

All proposals and documents submitted in response to this RTP are subject to the disclosure provisions of the Ohio Public Records provisions of Ohio Revised Code Chapter 149.43. Proposers should be mindful to avoid providing proprietary information such as trade secrets copyrighted material, or other information of a sensitive or confidential nature. Any such information that is determined to be necessary in order to respond adequately and competitively must be placed at the end of the designated section of the Proposal for easy reference and removal. Any blanket claim of exemption from disclosure or inclusion in a claim for disclosure of information, which is patently subject to disclosure, or any other such claim which may constitute an abuse of the right of exemption may, at SORTA's sole discretion, render the entire proposal subject to disclosure.

### 3.15. Cone of Silence

- A. To ensure a proper and fair evaluation, SORTA has established a "cone of silence" applicable to all competitive selection processes, including RFP's, RFQ's, and IFB's. The cone of silence is designed to protect the integrity of the procurement process by shielding it from undue influences. The cone of silence will be imposed on all competitive selection processes beginning with the advertisement for the same and ending with the Board's approval of the recommended award (if applicable).
- B. The cone of silence prohibits any communications regarding a specific RFP, RFQ, or IFB between:
  1. A potential respondent (which includes vendors, service providers, bidders, proposers, lobbyists, and consultants) and their representative(s) and SORTA staff, except for communications with the Procurement Department staff responsible for administering the solicitation, provided the communication is strictly limited to the procedural matters of the competitive selection process.
  2. A potential respondent and their representative(s) and a member of the Board of Trustees.
  3. A potential respondent and their representative(s) and any member of the evaluation committee.
  4. A Board Member and any member of the evaluation committee.



C. Unless specifically provided otherwise in the applicable solicitation document, the cone of silence does not apply to:

1. Oral communications at the pre-proposal or pre-bid conference.
2. Oral communications during the publicly noticed evaluation committee meetings that are specifically for presentations, demonstrations, or interviews.
3. Oral communications during any duly noticed meeting of the Board of Trustees.
4. Communications relating to the protests made in accordance with the Protest Procedures delineated in this manual or in the solicitation document.

D. Any violation of the cone of silence by a respondent and their representative(s) will result in a rejection of their response to the solicitation and will void any potential contract award related to the solicitation.

E. Any communication regarding matters of process or procurement procedure from a respondent and their representative(s) or lobbyist must be reported to the Procurement Department staff responsible for administering the solicitation.

Any Board Member, Procurement Specialist, or other SORTA employee receiving communications from potential respondents and their representative(s) must be reported to the Procurement Department staff responsible for administering the solicitation. Failure to report such communications may result in a nonresponsive response submission or voided contract award.

### 3.16. Organizational Conflicts of Interest

Unless specifically exempted by SORTA, any contractor, subcontractors, subsidiary, or other entity which experiences an organizational or personal conflict of interest (Conflict<sup>™</sup>) is precluded from participation in any procurement affected by the Conflict. This prohibition also applies to any contractor, subcontractors, subsidiary, or other entity which is legally related to such entity or party.

If a bidder or proposer is uncertain whether or not a conflict exists, it should promptly contact SORTA's Director of Procurement for a determination. Such inquiries and responses will not be published to other potential bidders. FTA Circular 4220.1F ¶VI.2a (4) (h) defines prohibitions on personal and organizational conflicts of interest, which are further discussed in §2.6 of FTA's Best Practices Procurement & Lessons Learned Manual (2016). In general, a personal conflict of interest reflects an individual's ability to influence the award of a contract and to profit from the result of that award. An organizational conflict exists when any of the following exist:

- (1) a firm has access to non-public information as the result of performing a government contract and can use that information to advantage in competing for another government contract;
- (2) a firm influences the ground rules (specification or contractual terms) for a government solicitation, potentially biasing those ground rules in its own favor; or
- (3) a firm's work under one government contract requires it to evaluate itself or its work product under another contract, impairing its objectivity.

Should a potential bidder or proposer be aware of a potential Conflict, it shall identify the potential Conflict in its proposal, together with measures it proposes to remove or mitigate the Conflict. Should any person or entity planning to submit a bid or proposal hereunder be aware of any situation which may fall under the above prohibitions, it shall, no later than the time of submittal of its offer, identify in writing to SORTA's Director of Procurement

- (1) the nature of the potential conflict;
- (2) steps it may take to mitigate the conflict; and
- (3) request a waiver of the conflict.

The decision of the Director of Procurement regarding such potential conflicts and possible mitigation measures shall be final. Failure to submit such as statement before or with an offer shall be deemed a certification by the bidder or proposer that, to the best of its knowledge and belief, no such Conflict exists. In the event that a bidder or proposer fails to disclose such Conflict as required herein, its offer may be rejected. Should a bidder or proposer become aware of a potential Conflict after the submittal of an offer, it shall promptly notify the Director of Procurement in writing, providing the information required above together with a statement of why the Conflict could not have been identified prior to submittal of the offer.

## 4. Terms and Conditions

*Please see attached Terms and Conditions*

Enter Federal Clauses here

## 5. Diversity & Inclusion Participation Plan

SORTA has **NOT** established a Small Business or Disadvantaged Business Enterprise goal for this solicitation but does strongly encourage use of small and disadvantaged businesses in the performance of its contracts. All bidders/proposers are expected to make good faith efforts to maximize socially and economically disadvantaged businesses as subcontractors, subconsultants and suppliers in the performance of contracts where subcontracting opportunities are available.

The Southwest Ohio Regional Transit Authority (SORTA) has established a Small and Disadvantaged Business Enterprise program that encourages diversity and inclusion on all contracts. It is the policy of SORTA to promote equal opportunity and fairness in all its procurement matters, in accordance with state and federal laws, so that small and disadvantaged businesses have an equal opportunity to receive and participate in all contracts. It is also our policy to:

1. Ensure nondiscrimination in the award and administration of contracts
2. Create a level playing field on which small and disadvantaged businesses can compete fairly for SORTA contracts
3. Help remove barriers to the participation of small and disadvantaged businesses in SORTA contracts; and
4. Assist the development of firms that can compete successfully in the marketplace outside of SORTA's small and disadvantaged business program.

Only firms certified as small and/or disadvantaged businesses by a third-party certifier will count toward participation.

**Proof of certification must be provided at the time of bid/proposal submittal. Self-certification will not be accepted.**

SORTA is committed to fostering small and disadvantaged business participation in contracting opportunities. As such, bidders/proposers are expected to make reasonable efforts to support inclusivity in staffing and subcontracting, to support SORTA's mission.

## 6. Contract Award

Award will be made to the firm(s) whose proposal, in SORTA's sole judgment, is considered to be most advantageous to SORTA, cost and all other factors considered. SORTA reserves the right to reject any and all proposals and to permit or waive minor informalities, irregularities and errors in proposals. SORTA may elect to make an award on the basis of initial proposals or to proceed with the evaluation process defined herein.

## 7. Vendor Questionnaire

### 1. Vendor Information

#### 1.1. Authorized Company Representative\*

Enter full name of the authorized company representative certifying and submitting this bid

\*Response required

#### 1.2. By confirming, Bidder certifies that they are the authorized representative \*

Any electronic confirmations herein shall be as binding as a signature from the authorized representative.

Please confirm

\*Response required

**1.3. System for Award Management (SAM.gov)\***

Please enter your company's Legal Name and/or dba Name:

\*Response required

**1.4. System for Award Management (SAM.gov)**

Please enter a CAGE Code if applicable.

CAGE stands for Commercial and Government Entity, and a unique CAGE code is assigned to all businesses and individuals that complete their [System for Award Management](#) (SAM) registration. This "system" is a database that contains information about all active government contractors.

**1.5. Ohio Auditor of State \***

Enter your Legal Entity Name for Verification in the Ohio Auditor of State Website.

\*Response required

**1.6. Payment Remittance Address\***

Please type in the following format: Name, Address, City, State, Zip code, Phone Number, Email.

\*Response required

**1.7. Federal Employer ID Number (FEIN) or Social Security Number\***

\*Response required

**1.8. Payment Terms\***

You agree to NET 30 Terms as stated in our Terms and Conditions.

Please confirm

\*Response required

**1.9. Age of Firm\***

\*Response required

**1.10. Disadvantaged Business Enterprise (DBE)\***

- Yes
- No

\*Response required

**1.11. Small and Disadvantaged Business Certification**

If Certified Small and Disadvantaged Business Enterprise, please upload a copy of the certificate from the certifying agency.

**1.12. Minority Business Category\***

Select all that apply

- Asian American
- Black
- Indian/Alaskan Native
- Hispanic
- Other
- Not Applicable

\*Response required

**1.13. Minority Business Enterprise\***

Select all that apply

- MBE
- SBE
- EDGE
- DVBE
- VET

DSBE  
WBE  
Not Applicable

\*Response required

#### 1.14. Annual Gross Receipts\*

less than \$500,000  
\$500,000 - \$1 million  
\$1 million to \$5 million  
more than \$5 million

\*Response required

### 2. Technical Proposal (Volume I)

#### 2.1. Proposal\*

##### A. Project Approach

1. This file shall describe the proposer's approach to providing the services requested per the scope, understanding SORTA's requirements for this project, and reflecting its experience in performing similar contracts for other clients. Proposers may offer an alternative solution to the requirements specified in the scope of work herein, provided that such alternative meets SORTA's needs as described herein.

##### B. Firm Qualifications, Experience and References

This section should contain a description of the proposing firm's prior and current experience as it pertains to services similar to those required hereunder.

1. It should include a list of all similar assignments undertaken in the past 5 years, identifying the duration, the client, and the scope of the contract.
2. Contact information (name, title, mailing address, and email, telephone and fax numbers) for each client or reference should be included.
3. Provide a summary of the firm's qualifications, general information about the firm, location of office(s), years in business and areas of expertise.

##### C. Staffing (Qualifications, Experience and Availability)

Identify key staff and include a description of their abilities, qualifications and experience.

1. Attach resumes of key staff to be assigned to this project. Include a proposed project management structure and organization chart. Please list the number of full-time staff by discipline.
2. Identify any portion of the scope of work that would be subcontracted. Include firm qualifications and key personnel, telephone number and contact person for all subcontractors.

SORTA/Metro reserves the right to approve or reject any internal staff or subcontractors proposed by the firm.

\*Response required

#### 2.2. Evaluation Criteria\*

I have read and reviewed the evaluation criteria and understand what is required within the proposal.

Please confirm

\*Response required

### 3. Business Proposal (Volume II)

#### 3.1. Insurance Certificates\*

Please upload copies of the following certificates below:

- Worker's Compensation
- General Liability Insurance
- Automobile Insurance
- Crime Coverage (including theft, fraud and computer fraud)
- Professional Liability/Errors and Omissions Insurance

\*Response required

#### 3.2. Exceptions and Deviations to Contractual Terms\*

The proposer may identify any proposed exceptions or deviations to SORTA's Terms and Conditions as contained in this RTP or propose any additional terms it considers appropriate. Such proposed exceptions or additional terms must be specific and include a clear explanation of the reasons for the exception or addition. Please note that certain of the terms contained herein are required by law or regulation and cannot be modified. If you do not take exception to any Terms and Conditions, please upload a document that states "Not Applicable".

\*Response required

#### 3.3. Acknowledgment Regarding Debarment, Suspension and Other Responsibility Matters\*

This Acknowledgment is required to be submitted to SORTA on behalf of the principal bidder/proposer and all Subcontractors whose subcontracts are reasonably anticipated to exceed \$25,000 in value.

A. The Bidder/Proposer/Subcontractors ("Attester") certifies to the best of its knowledge and belief that the Attester and/or any of its principals or Subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not, within a three-year period preceding this bid/proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract or subcontract; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph 2 above; and

4. Have not within a three-year period preceding this bid/proposal had one or more public transactions (Federal, State or local) terminated for cause or default by any federal agency.

"Principals", for the purposes of this acknowledgment, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

This acknowledgment concerns a matter which may be within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Section 1001, Title 18, United States Code.

- The Attester shall provide immediate written notice to SORTA's Procurement Department if, at any time the Attester learns that its acknowledgment was erroneous when submitted or has become erroneous by reason of changed circumstances.
- A certification that any of the items in Paragraph A exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Attester's responsibility. Failure of the Attester to furnish a certification or provide such additional information as requested by SORTA may render the Attester non-responsible.
- Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by Paragraph A. The knowledge and information of an Attester is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- The certification in Paragraph A is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Attester knowingly rendered an erroneous certification, in addition to other remedies available to SORTA, SORTA may terminate the contract resulting from this solicitation for default.

If the Attester is unable to acknowledge to any of the statements in this certification, it shall attach an explanation to this acknowledgment.

Please confirm

\*Response required

### 3.4. Certification and Restrictions on Lobbying\*

#### Acknowledging the Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned Contractor certifies, to the best of his, her or its knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Please confirm

\*Response required

### 3.5. Non-Collusion Statement\*

The Bidder guarantees that the Bid submitted is not a product of collusion with any other Bidder, and no effort has been made to fix the Bid price of any Bidder or to fix any overhead, profit, or cost element of any Bid price.

If SORTA determines that collusion has occurred among Bidders, none of the Bids from the participants in such collusion shall be considered. SORTA's determination shall be final.

Please confirm

\*Response required

### 3.6. Project Completion \*

Offeror can meet the required delivery/completion date as specified in this solicitation.

Please confirm

\*Response required

## 4. File Uploads

### 4.1. Personal Property Tax Affidavit\*

Please download the below document, complete, and upload. This document needs to be notarized.

[PERSONAL\\_PROPERTY\\_TAX\\_AFFIDAVIT.docx](#)

\*Response required

## 5. Diversity & Inclusion

### 5.1. Small and Disadvantaged Business Plan \*

SORTA has **NOT** established a Small Business or Disadvantaged Business Enterprise goal for this solicitation but does strongly encourage use of small and disadvantaged businesses in the performance of its contracts. All bidders/proposers are expected to make good faith efforts to maximize socially and economically disadvantaged businesses as subcontractors, subconsultants and suppliers in the performance of contracts where subcontracting opportunities are available.

The Southwest Ohio Regional Transit Authority (SORTA) has established a Small and Disadvantaged Business Enterprise program that encourages diversity and inclusion on all contracts. It is the policy of SORTA to promote equal opportunity and fairness in all its procurement matters, in accordance with state and federal laws, so that small and disadvantaged businesses have an equal opportunity to receive and participate in all contracts. It is also our policy to:

1. Ensure nondiscrimination in the award and administration of contracts
2. Create a level playing field on which small and disadvantaged businesses can compete fairly for SORTA contracts
3. Help remove barriers to the participation of small and disadvantaged businesses in SORTA contracts; and
4. Assist the development of firms that can compete successfully in the marketplace outside of SORTA's small and disadvantaged business program.

Only firms certified as small and/or disadvantaged businesses by a third-party certifier will count toward participation. **Proof of certification must be provided at the time of bid/proposal submittal. Self-certification will not be accepted.**

SORTA is committed to fostering small and disadvantaged business participation in contracting opportunities. As such, bidders/proposers are expected to make reasonable efforts to support inclusivity in staffing and subcontracting, to support SORTA's mission.

[D&I\\_Participation\\_Plan\\_Local\\_-\\_RFP.pdf](#)

\*Response required

### 5.2. Prime Contractor XBE Certification \*

If Certified Small and Disadvantaged Business Enterprise, please upload a copy of the certificate from the certifying agency.

\*Response required

### 5.3. Subcontractor XBE Certifications\*

Please upload a copy of the certificate from the certifying agency for participating XBE subcontractor

\*Response required

## 8. Evaluation Criteria

### 1. Firm Experience (Subjective)

Firm Experience – Firm experience in regard to the type of project and relative field, such as non-profit and/or transit related experience. **(225 Points)**

Subconsultants' Experience – Provide the subconsultant experience who will be working on the project with vital data such as, but not limited to, years of experience, title, and similar projects. **(125 Points)**

**Scoring Method:** Points Based  
**Weight (Points):** 350 (33.3% of Total)

### 2. Firm Qualifications (Subjective)

Firm Qualifications – Provide the firm qualifications and ability to handle a project of this type and size. **(175 Points)**

Subconsultants' Qualifications – Provide the subconsultant qualifications who will be working on the project. **(125 Points)**

**Scoring Method:** Points Based  
**Weight (Points):** 300 (28.6% of Total)

### 3. Staff Qualifications & Experience (Subjective)

Staff Capacity – The overall capacity of the firm to handle a project of this type and size. **(100 Points)**

Competence of Staff to Perform Work – Demonstrated competency of staff to perform the work required for this project. **(100 Points)**

Availability of Staff to Perform Work – The ability of staff to be available to SORTA staff to work on this project. **(50 Points)**

**Scoring Method:** Points Based  
**Weight (Points):** 250 (23.8% of Total)

### 4. Project Approach (Subjective)

Demonstrated Understanding of SORTA/Metro's Needs for this Project – Evaluate, assess, and understand the requirements put forth by SORTA to determine all areas of need in regard to this project. **(100 Points)**

**Scoring Method:** Points Based

**Weight (Points):** 100 (9.5% of Total)

#### 5. Small and Disadvantaged Business Utilization (Objective)

Small and Disadvantaged Business Participation/Vendor Diversity – Making good faith efforts to maximize the participation of small and disadvantaged businesses, as subcontractors, subconsultants and suppliers to create a more diverse group of experienced individuals working on this project. Diversity is valued by SORTA and encouraged by our vendors. Firms are encouraged to make reasonable efforts to support inclusivity in staffing and subcontracting.

The proposal will also be evaluated based on Small and Disadvantaged Business utilization. The Small and Disadvantaged Business point preference is calculated at five percent (5%) of the total points available under the evaluation criteria. The Proposer with the highest small and disadvantaged business enterprise utilization will receive the full fifty (50) preference points.

A point preference will be granted to Proposers that are either (1) a qualified small and disadvantaged business enterprise performing at least fifty percent (50%) of its contract with its own labor force; or (2) commits to subcontract with one or more qualified small businesses. The actual preference is calculated on a relative basis with the Proposer that has the highest small and disadvantaged business enterprise utilization rate receiving the full 50 points. For example, a maximum small and disadvantaged business enterprise preference of 50 points would be added to an RFP being evaluated out of 1000 points. The Proposer with the highest small and disadvantaged business enterprise utilization will receive the full point preference; points for other Proposers will be calculated using their small and disadvantaged business enterprise utilization relative to the highest proposed small and disadvantaged business enterprise utilization. Points received through the small and disadvantaged business enterprise preference will be added to each Proposer's total evaluation score and aggregated with proposal evaluation scoring to determine the highest ranked Proposer. **(50 Points)**

**Scoring Method:** Points Based

**Weight (Points):** 50 (4.8% of Total)