



Greater Dayton Regional Transit Authority
4 S. Main Street
Dayton, OH 45402

February 25, 2016

TO: Prospective Proposers

RE: Request for Quotation (RFQ)
Schedules & Maps – Layout and Updates

The Greater Dayton Regional Transit Authority (RTA) is requesting proposals from qualified consultants/agencies to provide route timetable layout and updates for agency bus schedules (timetables with maps). Your firm is invited to submit a quote.

Method of Award: Quotes will be evaluated based on established criteria (included herein) by a Selection Committee established by RTA. Quotes must be received from responsive and responsible Proposers, as determined by RTA.

The successful vendor will receive a blanket purchase order in accordance with the effective date stated in this Request for Quotation. No written notification of the award will be sent.

DBE Participation: It is the policy of the Department of Transportation (DOT) that DBE's, as defined in 49 CFR, Parts 23 and 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Although the DBE goal for this procurement is **0%**, RTA welcomes DBE participation.

In order to be considered, please ensure that your quote is received by the undersigned no later than **March 15, 2016 @ 10:00 a.m.** Quotes may be hand delivered or sent by U. S. Postal Service or delivery services addressed to the undersigned at Greater Dayton Regional Transit Authority, 4 S. Main Street, Dayton, OH 45402; faxed to the attention of the undersigned at (937) 425-8410; or submitted electronically to joliver@greaterdaytonrta.org. Please allow additional working days for the U.S. Postal Service delivery.

A quote may be withdrawn by personal, written, or telegraphic request received from the proposer prior to the scheduled opening date. No quote may be withdrawn for a period of 60 days after the opening date.

The RTA reserves the right, as the interest of the RTA requires, to postpone, accept or reject any and all quotes and to waive any informality in the quotes received.

Please Note: This RFQ and any addenda are available on the Procurement Department page of our website, <http://proc.greaterdaytonrta.org>. Please continue checking the website for any updates or addenda. If you have received this RFQ via email, all addenda will also be sent to you by the same method. However, if you accessed this RFQ from our website, we may not have you in our database. In order to ensure that you receive all updates and addenda, please contact JoAnn Oliver by phone at 937/425-8313 or email at joliver@greaterdaytonrta.org to be added to our database.

If you have any questions relating to this solicitation, please contact me at (937) 425-8313.

Sincerely,

JoAnn Oliver

JoAnn Oliver
Purchasing Agent

RTA SCHEDULES/MAPS - LAYOUT AND UPDATES

SCOPE OF WORK

PURPOSE

RTA is soliciting requests for quotes from qualified firms or consultants to provide route timetable layout and updates for agency bus schedules (timetables with maps) and system maps during 2016-17.

Changes to schedules will be required at least three times during the year when picks are scheduled and up to two mid pick adjustments. Upcoming picks will take place in January, June, and August but are subject to change. Other minor schedule and map adjustments are also possible during 2016-17. In addition, RTA reserves the right to request additional services for schedule design development after completion of the primary update and layout design work.

Approximately 40-50% of RTA's thirty four (35) routes may require both map and schedule revisions at each pick, which could result in changes to all thirty four routes over the twelve-month period.

The selected firm or consultant shall produce route timetable layout and updates, provide file mock-ups for proofing, edits, and send artwork files with instructions to RTA's contracted printer.

- Maps shall be done using existing Illustrator CS4.
- Schedules shall be done using existing InDesign CS4.
- RTA shall supply Contractor through electronic downloads the digital schedule files and/or hand-edited hard copies of printed schedules. To the best of our ability, changes shall be sent all at once per each change cycle.
- Schedules range in size from 8.5" x 11" to 11" x 17".
- Sample schedules/maps are attached.
- Green schedules are done using PMS 361.

PROJECT TIMELINE

Award shall be made for a one-year period. Consultant will begin receiving June 2016 pick changes in mid-April 2016. A two-week turnaround time is typically required for schedule and map updates. RTA will inform Contractor of required timeline prior to each service change. Work assigned shall have a strict deadline that must be adhered to for timely distribution of schedules to customers and vendor sites.

SPECIAL CONDITIONS

QUALIFICATIONS: Please provide a brief background of the firm's history, as well as names and contact information, including email addresses, for three (3) references for whom you have performed similar work and a summary of the work you have performed for them. Please include a few relevant samples of similar work with your quote submission.

EXPERIENCE: Please provide a summary of the Project Manager's experience and the experience of any other personnel who will perform the work.

FEES: The cost of the project shall be presented as a firm fixed price. The RTA desires pricing in the form of an hourly rate.

PRICES: The prices quoted shall be "FIRM" for the term of the order.

CONTRACT TERM: The duration of agreement shall not exceed ONE YEAR from notification of award.

PAYMENT: Payment will be made within 30 days after submission of activity reports with proper invoices or vouchers. Payment for services shall not exceed the quoted price.

BUDGET: The RTA has established a budget for this consultancy project and does not anticipate the total cost to exceed \$22,000 - \$25,000.

DELIVERY: Failure to deliver the services required within the specified time period is not in compliance with the terms and conditions set forth in the RFQ. The file will be documented accordingly regarding delinquent delivery. Delinquency could result in contract termination and prohibit the award of future orders.

TAX EXEMPT: The RTA is exempt from payment of all taxes, and taxes must not be included in the quoted price. Necessary exemption certificates shall be furnished to the successful bidder(s) upon request.

AFFIRMATIVE ACTION ASSURANCE PLAN: All firms will be required to comply with all Equal Employment Opportunity laws and regulations and file with RTA's DBE Officer, if requested, an Affirmative Action Assurance Plan, consistent with RTA's non-discriminatory policy, subject to RTA approval. All firms must submit with their quote a letter from the City of Dayton's Human Relations Council, stating that they have an approved Affirmative Action Assurance Plan (approvals are valid for a one-year period). Failure to furnish the letter from the City of Dayton's Human Relations Council may be cause for rejection of your quote. If a firm is not on the approved list, please contact the following office to obtain an application and submit a COPY of the completed application with your quote:

City of Dayton, Ohio
Human Relations Council
371 W. Second Street
Dayton, OH 45402
(937) 333-1403

PROFESSIONAL SERVICE INSURANCE REQUIREMENTS

The Professional (including but not limited to attorneys, accountants, architects, engineers, computer and systems support services, advertising, insurance service providers, and other consultants) shall maintain, at its own expense, throughout the period of the Contract and any extensions thereof the following minimum insurance coverage of the types and in the amounts described below that are applicable to the scope of work being performed:

- 1. Workers Compensation.** Professional must carry Workers' Compensation Insurance (including occupational disease) in compliance with Workers' Compensation statutes of any applicable jurisdiction in which the Work is to be performed. For the attainment of Workers Compensation in monopolistic states, including Ohio, coverage must be secured through the state fund. If Professional is a qualified self-insurer in compliance with the laws of the state, this is also acceptable. A certificate of compliance from the appropriate workers' compensation bureau or board must be provided with the certificate of insurance.
- 2. Commercial General Liability Insurance.** Professional must carry Commercial General Liability Insurance written on ISO form CG 00 01 10 01 (or its equivalent) with limits of \$1,000,000 per occurrence and in the aggregate. RTA shall be listed as an additional insured.
- 3. Commercial Auto Liability Insurance.** Professional shall carry Commercial Automobile Liability Insurance covering all owned, leased and non-owned vehicles used in connection with the work to be performed under this contract, with limits of not less than \$1,000,000 combined single limit per accident for bodily injury and property damage.
- 4. Professional Liability Insurance.** Professional shall carry Professional Liability/Errors & Omissions/Malpractice Insurance in an amount of no less than \$1,000,000 per occurrence and in the aggregate. If Construction Management services are included in the scope of work, Professional shall ensure its insurance includes Construction Management in its definition of covered professional services. Any Professional Liability insurance relating to construction or renovation work (i.e. architects, engineers, CM's) shall be maintained for at least two years after completion of the work.
- 5. Fidelity Bond/Crime.** If Professional or its employees will be on the premises of RTA in connection with performance of the Work under this contract, Professional shall carry no less than \$100,000 in Third Party Crime Coverage for the benefit of the RTA in the event of theft or other intentional harm to RTA's property by Professional's employees.
- 6. Requirements common to all policies.**
 - a.** Professional shall be solely responsible for reimbursing any deductible amount to the insurer. Any deductibles or self-insured retentions in excess of \$5,000 must be disclosed and approved in writing by RTA, other than the Professional Liability policy, which may carry a deductible of up to \$25,000 without written approval of the RTA.
 - b.** Professional waives all rights of recovery it may otherwise have against RTA including its directors, officers, employees and volunteers) to the extent these damages are covered by any of Professional's insurance policies as required in this contract.
 - c.** All insurance required hereunder shall be placed with insurers that have a minimum A.M. Best's rating of A-/X and shall be licensed, admitted insurers authorized to do business in the state of Ohio.

d. A certificate(s) of insurance showing that Professional's insurance coverages are in compliance with the insurance requirements set forth below must be completed by the Professional's insurance agent, broker, or insurance company and accompany the proposal. All certificates (other than Ohio workers' compensation) shall provide for thirty (30) days written notice to RTA prior to cancellation or non-renewal of any insurance referred to therein.

e. Failure of RTA receive to certificate(s) or other evidence of full compliance with these insurance requirements (or failure of RTA to identify and/or object to a deficiency in the certificate(s) that is/are provided by Professional) shall not be construed as a waiver of Professional's obligations to maintain such insurance. RTA shall have the right, but not the obligation, to prohibit Professional from beginning performance under this contract until such certificates or other evidence that insurance has been placed in complete compliance with the above insurance requirements is received and approved by RTA. Professional shall provide certified copies of all insurance policies required above within ten (10) days of written request from RTA.

f. By requiring insurance herein, RTA does not represent that coverage and limits will necessarily be adequate to protect Professional, and such coverage limits shall not be deemed as a limitation on Professional's liability under the indemnities granted to RTA.

QUOTE EVALUATION AND SELECTION PROCESS

The quote shall be delivered to:

JoAnn Oliver
Purchasing Agent
Greater Dayton Regional Transit Authority
4 S. Main Street
Dayton, OH 45402
Fax: 937-425-8410
joliver@greaterdaytonrta.org

Evaluation Criteria

Significant criteria for evaluation and selection of the Consultant/Agency include, but are not limited to the following, in descending order according to importance:

- Experience with similar projects
- Quality of quote submission and sample work
- Pricing
- Firm background and references

Method of Award

A. The quotes will be evaluated by a Selection Committee established by the RTA. Quotes will be evaluated on the criteria noted above. The total evaluation points, as separately determined by

each Selection Committee member will be added, and each proposer will be ranked in numerical sequence, from the highest to the lowest score.

- B. RTA reserves the right to reject any or all quotes, to accept other than the lowest price quote, to negotiate separately with any source whatsoever, and to accept the quote considered to be most advantageous to the RTA.
- C. The RTA reserves the right to select the contractor(s) on the basis of quotes received without seeking further information or clarification from proposers.
- D. An award may then be made to the proposer that best meet the needs of the RTA.
- E. If additional information or clarification is required from a proposer, they will be contacted directly. Proposers shall not contact the Selection Committee. All questions or requests for clarification shall be directed to the undersigned.

Summary of Quote Requirements

The Federal Third Party Contracting Clauses & Required Submittals may be accessed at the Greater Dayton Regional Transit Authority (RTA) web site at <http://proc.greaterdaytonrta.org/> . On the left, click on *RFQ Small Purchase Clauses & Submittals*. In order for your quote to be considered, you must indicate below that you have read and will comply with the clauses that are marked as applicable to this RFQ.

<u>Required for this Request for Quote</u>	<u>Please acknowledge you have read and comply.</u>	
√	_____	Quote Form
√	_____	Summary of Quote Requirements
√	_____	No Obligation by Federal Government
√	_____	Program Fraud and False or Fraudulent Statements or Related Acts
√	_____	Audit and Inspection of Records
√	_____	Federal Changes
√	_____	Nondiscrimination (EEO)
√	_____	Title VI, Civil Rights Act of 1964, Compliance
√	_____	Americans with Disabilities Act (ADA)
√	_____	Termination of Contract for Default
√	_____	Termination for Convenience of the RTA
Not Required	_____	Disadvantaged Business Enterprise Participation
√	_____	Incorporation of Federal Transit Administration (FTA) Terms
√	_____	Debarment and Suspension
N/A	_____	Cargo Preference – Use of United State Flag Vessels
N/A	_____	Fly America
N/A	_____	Davis-Bacon Act
N/A	_____	Copeland Anti-Kickback
N/A	_____	Transit Employee Protective Provisions
N/A	_____	Drug and Alcohol Rules
N/A	_____	Patents – Copyrights – Trademarks
√	_____	Energy Conservation

N/A		Recycled Products
√		Certification of Contractor Regarding Debarment, Suspension, and other Ineligibility and Voluntary Exclusion Form
√		Certification of Lower-Tier Participants (Subcontractors) regarding Debarment, Suspension, and other Ineligibility and Voluntary Exclusion Form
N/A		Affidavit of Contractor or Subcontractors – Prevailing Wages
√		Samples of similar work performed

SIGNATURE:

NAME PRINTED:

TITLE:

COMPANY:

DATE:

The Greater Dayton Regional Transit Authority

**CERTIFICATION OF CONTRACTOR REGARDING DEBARMENT, SUSPENSION,
AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned, an authorized official of the Bidder stated below, certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(If the undersigned is unable to certify to any of the statements in this certifications, such official shall attach an explanation to this bid).

THE UNDERSIGNED CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Name of Bidder: _____
Address: _____
City, State, Zip: _____
Signature of Authorized Official: _____
Title of Official: _____
Telephone _____ Date: _____

The Greater Dayton Regional Transit Authority

Certification of Lower-Tier Participants (Subcontractors) Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion

(THIS AFFIDAVIT TO BE COMPLETED BY THE SUCCESSFUL CONTRACTOR'S SUB-CONTRACTORS AFTER NOTIFICATION OF AWARD HAS BEEN RECEIVED)

The Lower Tier Participant [Subcontractor to the Primary Contractor(s)], _____, certifies by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

If the above named Lower Tier Participant (Subcontractor) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this certification.

The Lower-Tier Participant (Subcontractor), _____, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31. U.S.C. Section 3801 et seq. is applicable thereto.

Signature and Title of Authorized Official

The undersigned chief legal counsel for the _____ hereby certifies that the _____ has authority under state and local law to comply with the subject assurances and that the certification above has been legally made.

Signature of Applicant's Attorney

Date

NOTICE TO BIDDER: THIS CERTIFICATION SHALL BE COMPLETED BY ALL SUBCONTRACTORS WHICH WILL HAVE A FINANCIAL INTEREST IN THIS PROJECT WHICH EXCEEDS \$25,000 OR SUBCONTRACTORS WHICH WILL HAVE A CRITICAL INFLUENCE ON OR A SUBSTANTIVE CONTROL OVER THE PROJECT.

GREATER DAYTON REGIONAL TRANSIT AUTHORITY

QUOTE FORM

Contract Year	Description	Hourly Rate
Year 1	RTA Schedules/Maps-Layouts and Updates	\$

Name of Individual, Partner or Corporation

Address

City, State and Zip Code

Telephone Number

Mobile Number

E-Mail

Authorized Signature

Title

Date

Authorized Name Printed