

PERRY COUNTY TRANSIT



**REQUEST FOR PROPOSALS
FOR
Facility Construction Contractor**

Date issued: September 13, 2022

Due date for proposal: October 20th, 2022, 1:00 pm

LATE PROPOSALS WILL BE REJECTED

For further information regarding this RFP contact:

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PERRY COUNTY DEPARTMENT OF TRANSPORTATION

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1.0 GENERAL INFORMATION

1.1 Introduction and Purpose of the Request for Proposal

Perry County Transit (PCT) is a county agency that administers public transportation under the general administrative authority of the Board of Perry County Commissioners and the Ohio Department of Transportation (ODOT). PCT is seeking proposals to contract a construction contractor to oversee and construct an addition of a drivers locker-room and restroom area. PCT has between 40 and 50 employees at any one time. We would like to provide a facility that allows drivers to stage and prepare for their trips.

Currently Perry County Transit has a cinder block structure that has two small offices, a large open room and one small bathroom. PCT would like to construct an addition to this building, including a remodel of the existing area. The addition would include two multi-stall restrooms, a locker area, a shower area, and an extension of the break room. With this expansion, PCT will be better equipped for their 45+ employees.

The purpose of this document is to provide interested parties information, on a fair and competitive basis, and in a manner, that will ensure the highest possible quality of goods and services, to enable them to prepare and submit a written proposal for Facility Construction Contractor. Any contract awarded must be approved by the Board of Perry County Commissioners.

1.2 Terms/Abbreviations

The following terms and acronyms are used throughout the RFP

- Board means the Board of Perry County Commissioners.
- PCT means Perry County Transit.
- Contractor means the successful proposer awarded the contract.
- Agency means Perry County Transit.
- Proposer means an organization, agency, or individual submitting a written proposal in response to the RFP.
- RFP means Request for Proposal.
- ODOT means Ohio Department of Transportation

1.3 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicted unless otherwise changed by the Agency. In the event that the Agency finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times. If a notification is issued it will be done so via e-mail.

ACTION ITEM	DELIVERY DATE
RFP Issued	September 12, 2022
Deadline for receiving RFP questions	October 3, 2022
Deadline for issuing RFP answers	October 7, 2022
RFP deadline	October 20, 2022
Proposals opened	October 20, 2022
Notification of intent to award	November 4, 2022

1.4 Scope of Project

PCT is seeking a qualified construction company or individual to contract with to complete the design and construction of the driver facility addition and remodel by May 2023. The construction contractor will be responsible for facilitating the entire construction project including but not limited to:

- The design process - working with architects and surveyors to have a drawing completed and the location of the build approved by PCT. The respondent is responsible for providing all architects and surveyors throughout the duration of the design process.
- Acquire all permits
- Purchase all materials necessary to complete the project
- Construction of the addition and remodel following all Federal, State, and Local laws, including ADA compliance requirements.
- Monitoring compliance with all EDGE, equal employment, and prevailing wage requirements.

The successful proposer must be able to demonstrate their ability to perform the services included in this RFP and their proposal.

1.5 Services to Be Provided

The proposer will be responsible for managing and completing the steps in the construction process outlined below.

1.5.1 Design Process

Perry County Transit currently has a cinder/stone block structure that is attached to a garage area. The Contractor will be responsible for designing the addition and how it will tie into the current building based upon structural integrity and building code in respect to road and utility easements. All elements will be approved by PCT before finalization. The contractor will also be responsible for obtaining all of the necessary permits required for the construction.

1.5.2 Construction Process

After all designs, surveys, and permits are completed and approved by PCT it will be the contractor's responsibility to acquire all the material necessary to complete the construction and finishing of the addition and remodel. Including the exterior and Interior of the addition and current structure. This includes but is not limited to the plumbing, electrical and furnishing of the bathroom and shower areas HVAC (heating and A/C), light fixtures, and Locker Area. The Construction Contractor will be responsible for providing/hiring the labor for the construction project in accordance with all applicable state laws.

See Attachment D for a more detailed explanation of building expectations

1.5.3 Wrap up

Contractor will be responsible for cleaning up the worksite to present the finished product for inspections including a safety inspection.

1.5.4 Contract Period

The contract will be for a period with a start date November, 4th 2022 and ending May 31, 2023. The Performance period of the contract will begin after the Approval of ODOT, Perry County Commissioners, Perry County Transit, and the accepted proposer.

1.5.5 Funding Level for Contract

The successful vendor may invoice for goods and services at the agreed upon time frame. PCT has budgeted an adequate amount of funds to cover any contract expenditure. Due to a significant portion of the Agency's funding relying on the appropriations of the Federal Transportation Administration and the Ohio Department of Transportation, the budgeted funds

should be considered conditional. Actual contract amount is contingent upon the winning proposal, final negotiated cost, and availability of funds.

1.6 General Requirements

1. Contractor will design or contract the design phase to produce the drawings and renderings of the addition based on PCT requirements. Contractor will also work with PCT to set up a reasonable timeline with completion no later than May 2023. **PCT will have final approval on all drawings and plans.**

2. Contractor will be responsible to follow Federal, State, and Local building code laws when designing and constructing the addition.

3. Contractor will be required to obtain all permits necessary to complete the project including but not limited to Construction, Plumbing, Electrical and any building permits required to build in the approved location.

4. Contractor will be responsible for providing labors, materials and tools needed for the project that can be charged to PCT through the contract.

Contractor will need to follow the State of Ohio laws regarding construction in respect of State Prevailing Wage.

5. Contractor will be required to install interior items such as electric, lights, plumbing, HVAC, and furnishing the two bathrooms with automatic equipment for the toilet, soap and towel dispensers, sinks, shower stalls, water fountain, & water bottle filler. **(See Attachment D)**

6. Contractor will be required to clean up after construction is complete and provide an inspection/walk through with Transit staff to make sure everything is working appropriately.

7. Proposed location can be negotiated based on building requirements laid out by the contractor and local laws regarding code for building placement: **(See Attachment D, I, & J)**

8. Timeliness/Turnaround Time

- The drawings will need to be approved by PCT 4 weeks after the contract is fully signed
- Any exterior work will need to be completed before Winter 2022 if weather allows
- Any interior and finishing work will need to be completed prior to the end of May 2023 to allow time for the walk-through and any fixes that may be necessary

9. Billing and Invoicing

- Contractor will be required to submit the cost proposal for the job
- Invoices are not to be submitted until work order is complete

- Invoices must include the following information:
 - Date work was complete
 - Any Materials purchased for the sole use of this project can be charged upon delivery if the materials are stored at PCT (agreed upon location at PCT)
 - Invoices will be paid within 30 days of receiving a correct invoice
- PCT can only pay invoices on a reimbursement basis.
- PCT is willing and able to make payments throughout the construction process based on steps completed.
- Payments can be processed for materials as long as the purchased material remains at an agreed upon location at Perry County Transit.
- Proof of delivery or completion will be required to receive payment on outstanding invoices.
- Invoices need to be submitted for any items or steps that are completed and must include but not limited to Company letter head, remit address, Date of Invoice, Date of completion, Invoice Number, and breakdown of cost.
- To ensure success, the contract will stipulate that no invoice shall be paid unless all of the agreed upon services have been completed. Vendor MUST supply all necessary parts and services.

10. Insurance Documents

Contractor is required to provide proof of being properly licensed by the City, County and/or the State of Ohio and/or to be insured by a commercial general liability policy and/or worker's compensation policy and/or business automobile liability policy, if applicable. If a proposer receives an award unless otherwise waived in the Contract, the Contractor will be required to provide an original certificate of insurance including **minimum requirements** to PCT within 10 days of contract signature.

11. Responsibility for Subcontractors: All requirements for the "Prime" contract shall also apply to any and all subcontractors. It is the Prime Contractors' responsibility to ensure the compliance by the subcontractors. At all times the Prime Contractor remains liable to PCT for the performance and compliance of his/her subcontractors.

12. EDGE Goal Participation and Commitments

Pursuant to Ohio Revised Code 123.152, a 5% EDGE goal is assigned to the design and build portion of this project as the percent of the awarded Contractor's bid. The percentage goal may be met if the Contractor is EDGE certified or by subcontracting to certified EDGE firms. EDGE certified firms are those who have been certified by Ohio Department of Administrative Services. If not EDGE certified, the Contractor must use its best efforts to solicit quotes from and to utilize EDGE subcontractors/suppliers on this project.

2.0 PREPARING AND SUBMITTING A PROPOSAL

2.1 *General Instructions*

The evaluation and selection of a contractor and the contract will be based on the information submitted in the proposal plus references. Elaborate proposals are neither necessary nor desired.

2.2 *Incurring Costs*

Neither PCT nor the Board of Perry County Commissioners is liable for any cost incurred by proposers in replying to this RFP

2.3 *Public Information*

All proposals shall be deemed to be public records within the meaning of Chapter 149 of the Ohio Revised Code. However, the contents of the responses to the RFP will not be deemed public records and will be treated as confidential information until completion of the evaluation process. If a proposer believes that the RFP requires the disclosure of technical, proprietary, or trade secret information that the Proposer is not willing to make public, such information should not be submitted. No part of the proposal may be designated as confidential.

2.4 *Proposals Are Unconditional*

All proposals shall be unconditional. Any proposal that purports to impose conditions not included in this RFP will be deemed non-responsive. The Agency may, however, waive minor informalities and omissions in a proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to interests of the Agency or to fair competition. The successful proposer will be required to execute a contract acceptable to the Agency and the County within ten calendar days from acceptance of the proposal or within such further time as designated by the Agency.

The submission of a proposal by a vendor implies vendor acceptance of the terms and conditions herein, unless otherwise stated. All deviations from the specifications must be noted in detail by the vendor, in writing, at the time of submittal of this proposal.

All prospective proposers must provide an e-mail address to Mason Dickerson at mason.dickerson@jfs.ohio.gov in order to receive answers to questions submitted regarding this RFP, updates, material changes, and supplements to this RFP. Proposers are responsible for obtaining any such changes without further action from the Agency.

2.5 Procedures for Submission of Proposal

2.5.1 RFP Availability

Copies of this RFP may be obtained by telephone, mail, or e-mail from PCT by contacting Mason Dickerson at (740) 342-0658, e-mail: Mason.Dickerson@ifs.ohio.gov, visiting www.perrycountytransit.com, or by at 5454 ST Rt 37, New Lexington, Ohio 43764.

Additionally, this RFP will be advertised through two public sources.

2.5.2 RFP Deliverable

2.5.3 Submission Options

Both Paper and Emailed submissions will be accepted

Paper Submission

Successful Proposers will submit the required information on 8 ½ x 11 white paper. **A total of one original and three (3) copies of the proposal should be included in the proposal package.** You may request a soft copy of the attachments for completion. The following required documents **should be typed:**

1. Letter of Intent which is a letter stating the contact information for the business.
2. Experience, Past Performance, and Service Components should be clearly identified within the proposal.
3. Additional information should be clearly identified within the proposal.

The following required documents **may be handwritten:**

1. Signature affidavit needs to be carefully read and completed. (Attachment A)
2. Reference Sheet is list of references that can speak to the quality and performance of the business for similar services. (Attachment B)

Proposals should be packaged in a sealed envelope and clearly marked on the outside of the envelope with the following information:

- Proposer's Name and Address
- Proposal Due Date: October 20th, 2022, 1:00 pm
- Proposal Drop Off Information:

Perry County Transit Administrative Offices
ATTN: Perry County Transit Driver Facility Project
5454 ST RT 37
P.O. Box 311
New Lexington, OH 43764-0311

A successful Proposer will ensure that their proposal is either mailed or dropped off to arrive by October 20th, 2022, 1:00 pm at the Perry County Transit Administrative Office at 5454 St Rt 37, New Lexington, Ohio 43764. At the time of delivery, the Perry County Job and Family Services staff will time and date stamp the proposal. Proposals received after the deadline will not be **accepted**.

Email Submission

Successful Proposers will submit the required information on 8 ½ x 11 white paper. Proposers will submit two PDF's in the same email, one with their RFP proposal and a second with the cost proposal. Any signatures that are required can be scanned in.

The following required documents **should be typed**:

4. Letter of Intent which is a letter stating the contact information for the business.
5. Experience, Past Performance, and Service Components should be clearly identified within the proposal.
6. Additional information should be clearly identified within the proposal.

The following required documents **may be handwritten**:

3. Signature affidavit needs to be carefully read and completed. (Attachment A)
4. Reference Sheet is list of references that can speak to the quality and performance of the business for similar services. (Attachment B)

Proposals should be in PDF format one document is the proposal and a second is the cost proposal. The email must be sent to

Mason.Dickerson@jfs.ohio.gov

The subject of the email should read

PCT Facility Construction submission_(Date Submitted)_(Company Name)

Proposal must arrive by email no later than October 20th, 2022, 1:00 pm

You will receive a receipt email from Mason to confirm delivery and that attachments can be opened.

The RFP's will not be looked at until the opening time but will be opened to make sure the attachment is valid.

Proposals received after the deadline will not be **accepted**.

Paper Submission

All proposals must be addressed to and received by Perry County Transit Administration office at 5454 ST RT 37, New Lexington, Ohio 43764 **Down Stairs on or before October 20th, 2022, 1:00 pm** marked as follows:

Perry County Job & Family Services
(Perry County Transit Administrative Office)
ATTN: Facility Construction Contractor
5454 ST RT 37
P.O. Box 311
New Lexington, OH 43764-0311

Proposals must be clearly marked "**Facility Construction Contractor RFP.**" Proposals must be received at the above address prior to the specified deadline. All proposals must be time-stamped by the stated time. Proposals not so stamped will not be accepted. All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer's name and address.
- Request for proposal title
- Proposal due date

Email Submission

All Proposals must be emailed to Mason.Dickerson@ifs.ohio.gov before October 20th, 2022, 1:00 pm.

The email must have the subject line PCT Facility Construction submission_ (Date Submitted)_ (Company Name).

The Email submission will have two PDF documents one containing the Proposal and the other containing the Cost Proposal.

2.6 Inquiries

Questions concerning this RFP must be submitted and received by PCT no later than the date specified in the Calendar of Events. Questions may be submitted by e-mailed to: Mason.Dickerson@ifs.ohio.gov. The Agency will endeavor but shall not be required to answer any such request for information. If it does, and PCT deems it necessary, the answers will be provided to everyone that received copies of this RFP and those that have provided a valid email address. All answers will be sent to the e-mail address provided by the proposer.

2.7 Revision/Withdrawal of Proposal

Proposals may be corrected, modified, or withdrawn prior to the deadline for submission by submitting the required number of copies of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the deadline listed in this RFP. Proposals may not be withdrawn or modified for a period of sixty (60) days after the opening of the proposals.

2.8 Oral Presentations

Selected proposers may be required to make oral presentations to supplement their proposals, if requested by the Agency. The Agency will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the Agency on the date scheduled may result in rejection of the proposer's proposal.

2.9 Limitations

The RFP does not commit PCT to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for services. The Agency reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is the best interest of PCT. The Agency may require the selected organizations to participate in negotiations and to submit any fiscal, technical, or other revisions of their proposals that may result from negotiations.

2.10 Contract Award

The Agency may award a cost reimbursement contract based on offers received, without discussion of such offers with the proposers. Each proposal should, therefore, be submitted in the most favorable terms from a cost and technical standpoint. However, the Agency reserves the right to conduct an on-site monitoring review of the proposer and/or request additional data, oral discussion, or presentation in support of the proposal. PCT reserves the right to award agreements to a single bidder, multiple bidders, or to reject any and all proposals or parts of proposals received.

3.0 GENERAL AND TECHNICAL REQUIREMENTS

The narrative part of the proposals must present the following information and be organized with the following headings. Each heading should be separated by tabs or otherwise clearly marked. Proposals should be typed (standard typeface, 12-point font) and submitted on 8.5 x 11 white paper (no less than 1" margins) bound securely.

3.1 Letter of Transmittal

Prepare a letter transmitting the proposal on business letterhead. The letter should identify the name, phone number, and email address of a key contact person. The letter must have the signature of a person with authority to obligate the business. The transmittal letter shall also contain a statement that the proposal is a firm offer for a sixty (60) day period.

3.2 Experience and Capabilities

Provide a brief description of your organization. Include your organization's experience as it relates to the goods and services specified in this RFP. Be specific and identify similar projects, dates, years of experience and services performed.

3.3 Experience, Past Performance, Managerial Capacity and Financial Viability

The proposer must submit under this tab a concise description of its experience, past performance, managerial capacity and financial viability to deliver the proposed services, to include:

- 3.3.1 Businesses experience in the managing of construction projects of this or greater scope, staff size, special equipment inventory.
- 3.3.2 Financial ability to provide such services on a reimbursement basis.
- 3.3.3 Management and Quality Control plan for oversight of all services and the coordination of owner's personnel, subcontractors and suppliers to comply with the requirements of this solicitation.
- 3.3.4 Owner/Manager and staff's construction expertise, including resumes of manager and key staff. Evidence of commitment to excellence in workmanship and professionalism as evidenced by awards and certifications.
- 3.3.5 Other information: Include any and all licenses as well as any other general information that the proposer believes is appropriate to assist PCT in its evaluation.

3.4 Proposal Questionnaire Responses

Provide written answers to the questionnaire included as **Attachment H: Proposal Forms**.

3.5 Proposer References

Proposers must include in their proposals a list of organizations, including points of contact (name, address, and telephone number) that can be used as references for work performed in the area of service required. Use the format shown in Attachment B to provide this information. Selected organizations will be contacted to determine the quality of work performed and staff assigned.

3.6 Additional Required Forms

To the narrative portion of the proposal, the following forms are required to be attached:

- Attachment A - Signature Affidavit; and
- Attachment B - Reference Form (or similar format).
- Attachment H – Proposer Questionnaire

3.7 Edge Required State of Ohio Forms and Documents

- The following forms are required to be attached to the proposers bid;
 - Attachment K: 'Commitment to Participate in EDGE Program'
 - Attachment L: 'EGDE Affidavit Document 00-45-39 Intent to Contract and to Perform' for each EGDE-certified business and submit with bid if possible, **OR** if EDGE goal is not met;
 - Attachment M: 'Demonstration of Good Faith Effort' form F110-13 and a Request for Partial Waiver on company letterhead.

4.0 PREPARING THE COST PROPOSAL

4.1 General

The cost proposal must be submitted in a separate sealed envelope with the written proposal. Cost proposals will not be opened until the evaluation of the written proposals is completed by the evaluation committee. The proposal will be scored using a standard quantitative calculation where the most points will be awarded to the proposal with the lowest perceived cost based on the cost information submitted and internal cost analysis.

4.2 Format for Submitting Cost Proposals

The proposer must provide separately a total price for the completed job. The cost proposal should clearly identify and itemize out the cost for Design, Contractor Fees, Permits, Building Materials, Interior and Exterior Furnishings and Labor.

4.3 Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date for the proposals.

5.0 PROPOSAL SELECTION AND AWARD PROCESS

5.1 *Preliminary Evaluation*

A preliminary review will be conducted of all proposals submitted on time to ensure the proposal adheres to the mandatory requirements specified in the RFP. Proposals that meet the mandatory requirements will be deemed qualified. Those that do not, shall be deemed non-qualified. Non-qualified proposals may be rejected at PCT's discretion. In the event that all proposers do not meet one or more of the mandatory requirements, PCT reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in the RFP.

Qualified proposals in response to this RFP must meet the following mandatory requirements:

- A. Timely submission – The proposal is received at the address designated above no later than the specified deadline. Proposals mailed but not received at the designated location shall be deemed non-qualified and will be rejected.
- B. Transmittal letter;
- C. Responses to questionnaire components;
- D. Experience and capabilities;
- E. Cost proposal;
- F. Signature affidavit; and
- G. References.

5.2 *Scoring Evaluation*

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request oral presentations, and use the results in scoring the proposals.

5.3 *Right to Reject Proposals and Negotiate Contract Terms*

PCT reserves the right to accept or reject any and all proposals or reject any part thereof. Further, PCT reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into such a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, PCT may negotiate a contract with the next highest scoring proposer.

5.4 *Evaluation Process*

PCT reserves the right to interview or to seek additional information relating to criteria already in the RFP from any candidate after opening the proposals, but before entering into a contract, to reject any proposal if it deems it to be in the best interests of the Agency, and to award a contract to the next qualified proposer. The Agency reserves the right to check references identified by any proposer or associated with any previous employer of any employee of the

proposer identified in the proposal. Based upon the results of the evaluation, PCT will select the proposal deemed to be most advantageous, with price and other factors considered. PCT reserves the right to award the contract based on considerations other than price.

5.5 Award of Contract

PCT will prepare a contract with the successful proposer and recommend its approval by the Board of Perry County Commissioners.

6.0 Evaluation Criteria

6.1 *Mandatory Criteria*

PCT will evaluate the proposals based on the requirements laid out in the RFP along with the Attachments provided. PCT will review every proposal against the same Evaluation Criteria. Proposers can use the following attachments to verify they have all the required information

Attachment C: Checklist

Attachment E: Facility Construction Contractor RFP Responsive/Non-Responsive

Attachment F: Facility Construction Contractor RFP Evaluation Criteria

6.2 *Scoring*

Proposals will receive scores based on four categories

1. Proposal Response
2. Qualifications and Experience
3. Ability to complete or Sub-Contract all requirements for building
4. Cost Proposal

See **Attachment F** for the scoring rubric.

6.3 *Evaluation Process*

- Perry County Transit will open all bids on date listed in Calendar of Events listed under proposals opened.
- Perry County Transit will then determine if each proposer is responsive/non-responsive based on criteria in **Attachment E**. This will be a closed meeting.
- Perry County Transit will then score each proposal starting with the RFP documents and answers first then looking at the cost proposal. See **Attachment F** for scoring rubric.
 - Perry County Transit will have a minimum of three Evaluators scoring the proposals.
 - All evaluators will sign a code of ethics stating that no evaluator has anything to gain from selecting any of the proposers.
 - Perry County Transit reserves the right to have each evaluator score the proposals independently and take the sum of the scores or to have all evaluators score collectively.

6.4 *Selection Criteria*

This procurement will be conducted using formal (sealed) competitive proposal procedures. It is the intent of PCT to conduct technical evaluations of proposals received, conduct negotiations with one Contractor, and select one Contractor, with the goal of promoting fairness and competition.

All proposals will be evaluated by PCT/JFS Administrative personnel who will determine which proposals are responsive and score them according to the evaluation criteria.

Perry County Transit shall award all competitive proposal contracts to the responsible Companies/Firms whose proposals are the most advantageous, considering price and technical requirements. Perry County Transit reserves the right to accept or reject any or all proposals, to waive minor technicalities and informalities and to make an award deemed in its own best interest.

The following criteria will be used to evaluate the proposals.

Criteria	Weight
Proposal Response – How well the issues are addressed	40
Qualifications and Experience	30
Ability to complete or Sub-Contract all requirements for building	20
Cost	10

7.0 PROTEST PROCEDURE

7.1 *Protests*

Any potential, or actual, proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
 - 1) The name, address and telephone number of the protestor;
 - 2) A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - 3) A request for a ruling by PCT;
 - 4) A statement as to the form of relief requested from PCT;
 - 5) Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.

- B. A timely protest shall be considered by PCT if it is received within the following periods:
 - 1) A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for the receipt of proposals shall be filed no later than 1:00 p.m. on the closing date for the receipt of proposals, as specified in the Calendar of Events, of this RFP.

 - 2) If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 1:00 p.m. of the fifth (5th) calendar day after the notification of intent to award date as specified in the Calendar of Events, of this RFP.

- C. An untimely protest may be considered by PCT if the Agency determines that the protest raises issues significant to PCT's procurement system. An untimely protest is one received by the Agency after the time periods set forth in Item B of this section.

- D. All protests must be filed at the following location:

Perry County Transit's Administration Office
5454 ST RT 37
P.O. Box 311

New Lexington, Ohio 43764

- E. When a timely protest is filed, a contract award will not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless PCT determines that a delay will severely disadvantage the Agency. The proposer(s) who would have been awarded the contract shall be notified of the receipt of the protest.

- F. The Agency will issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

7.2 Caveats

PCT is under no obligation to issue a contract as a result of this solicitation if, in the opinion of the Agency, none of the proposals are responsive to the objectives and needs of PCT. The Agency reserves the right to not select any vendor should the Agency decide not to proceed. Changes in this RFP of a material nature will be provided to the e-mail address provided to PCT. All proposers are responsible for supplying the Agency with a valid email address.

ATTACHMENT A: SIGNATURE AFFIDAVIT

PERRY COUNTY TRANSIT

SIGNATURE AFFIDAVIT

In signing this proposal, I/we also certify that I/we have not either directly or indirectly entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or firm to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor, that this proposal has not been knowingly disclosed prior to the opening of the proposals to any other proposer or competitor, that the above statement is accurate under the penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the Agency in this request for proposal, and declare that the attached proposal and pricing are in conformity therein.

Signature

Date

Name (Type or Print)

Organization

Title

Address

Email

Phone

ATTACHMENT B: REFERENCE SHEET FORMAT**PERRY COUNTY TRANSIT**

FOR PROPOSER: Provide organization's name, address, and contact person, telephone number, and appropriate information on the services provided within the past 5 years with requirements similar to those included in this RFP.

1) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

2) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

3) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

ATTACHMENT C: Checklist

- Description of how the services will be provided in which you are submitting a proposal
- Signature Affidavit
- References (Attachment B)
- Transmittal Letter that includes contact information
- Proposal Questionnaire (Attachment H)
- EDGE Documentation (Attachment K, L, and M)
- Information is typed and bound securely
- One original and three copies
- Cost Proposal includes fees and cost associated in providing services and is in a sealed envelope.
- Delivered or mailed to Perry County Job and Family Services (PCT Administrative Office) at 5454 ST RT 37, New Lexington, Ohio 43764

OR

- Emailed to Mason.Dickerson@jfs.ohio.gov (Received Conformation of Documents)

I confirm that all information has been submitted as requested.

Name of Proposer

Name of Business

ATTACHMENT D: Facility Requirements

The following items are required for the completed addition

1. The addition will be connected and accessible from the current breakroom area (the exception would be if permits are not granted to build onto the current break room the connection will be through the main garage area.)
2. Rooms to be included
 - a. The addition will include two restrooms: one with at least two private stalls and two sinks, the second with one private stall and two urinals with divider and two sinks.
 - i. The bathrooms are to be fully furnished and ready for use
 - ii. The bathrooms will include Auto-Sensing technology including but not limited to
 1. Toilets
 2. Urinals
 3. Sinks (Faucets)
 4. Soap dispenser
 5. Paper towel dispenser
 6. Lights
 - b. The addition will include two separated shower stalls past each of the restrooms
 - c. The addition will include two locker room areas before the restrooms that will include lockers and benches for 30 in each room.
 - d. The addition will include a supply closet to store consumables and cleaning supplies including a mop bucket fill and drain area.
 - e. The addition will include a large area with counter space, cabinets, and a double sink for a drivers break room. Allow for space for other appliances.
3. The addition will be completed with all electrical, lights, and plumbing in compliance with code.
 - a. Plumbing will be hooked up to the following (Water and Drainage) but is not limited to
 - i. Two Showers
 - ii. Three Toilets
 - iii. Two urinals
 - iv. Water fountain
 - v. Water Bottle filler
 - vi. Mop bucket filler/drain
 - vii. Five sinks
 - b. Electrical
 - i. All rooms will be set up to utilize auto sensing lights with an off timer if in budget
 1. Except the supply closet

- ii. All rooms will need appropriate lighting and outlets to meet code
- iii. The large breakroom will also need wiring and outlets that will operate multiple fridges, microwaves, a coffee pot station, and additional outlets for common use.
- iv. Installation of an HVAC system for heating and cooling of the addition
 - 1. Includes all duct work, electrical and the HVAC unit.

Exact layout requirements maybe negotiated based on Budget and Space Available

ATTACHEMENT E: Facility Construction Contractor RFP Responsive/Non-Responsive

Proposal Submitted by:

Compliance Checklist for Proposal Acceptance

- Submitted by deadline
- One original and three (3) copies (hard copy submission)
- RFP formatted correctly
 - paper, font, margins
- Transmittal letter
- Experience
- Required Attachments
- Proposal Questionnaire Responses
- Cost proposal submitted in a separate sealed envelope
- Required attachments:
 - Signature Affidavit
 - References
 - Attachment K
 - Attachment L
 - Attachment M

Evaluator's Assessment

- Responsive
- Non-Responsive

ATTACHMENT F: Facility Construction Contractor RFP Evaluation Criteria

Proposal submitted by:		
Evaluation Criteria	Maximum Points	Points Awarded
Proposal Response – How well the service components are addressed Comments:	40	
Qualifications and Experience Comments:	30	
Ability to complete or Sub-Contract all requirements for building Comments:	20	
Cost Comments:	10	
Total awarded points	100	
Additional Comments:		
Evaluator's Printed Name:		
Evaluator's Signature:		Date

ATTACHMENT G: SAFETY & CODE INSPECTIONS

The Contractor will complete a safety and code inspection after construction is completed. If PCT deems it necessary, they will have their own inspection completed and if issues are found they will be brought to the Contractor for rectification based upon the agreed terms of the contract. Final payment for construction will be made once PCT is satisfied with a completed and “pass” for both safety and code.

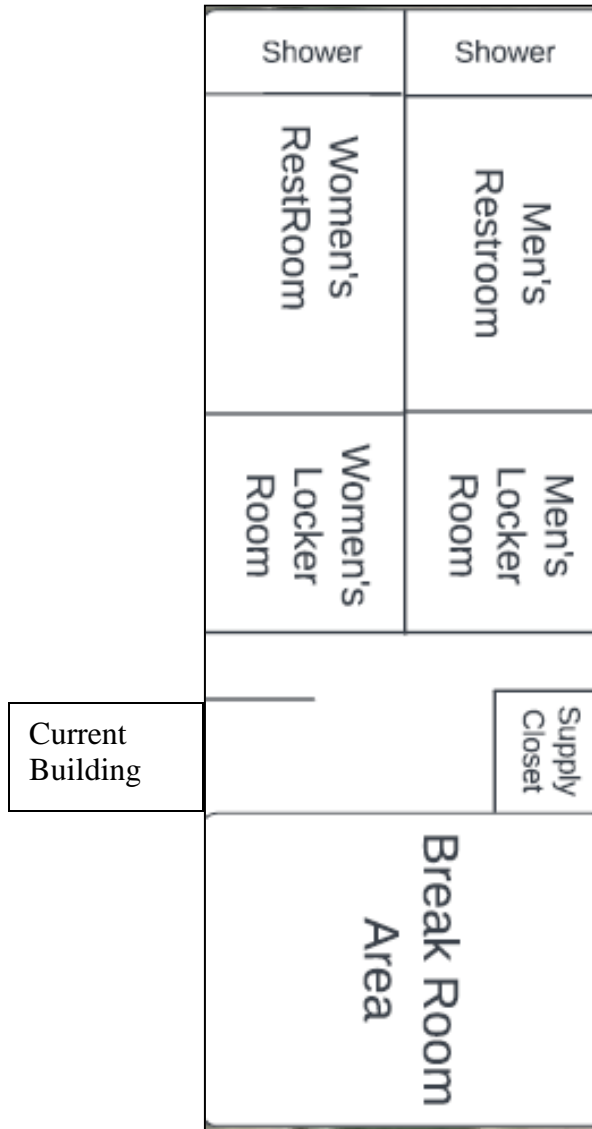
ATTACHMENT H: Proposer Questionnaire

- 1. Are you able to complete all the required work in Attachment D? If not, are you able to contract the work out?**
- 2. Can you meet the project deadline of May 31, 2023?**
- 3. Is your company a certified EDGE business?**
- 4. To the best of your knowledge are you debarred or disallowed from receiving State of Ohio funds or Federal funds?**
- 5. Payment will be on a reimbursement basis. Does your company have the means to purchase the materials needed and complete the construction on a reimbursement schedule?**

ATTACHMENT I: Proposed Location



ATTACHMENT J: Proposed Layout



ATTACHMENT K: Commitment to Participate in EDGE Program

COMMITMENT TO PARTICIPATE IN THE EDGE BUSINESS ASSISTANCE PROGRAM

Mark only one option.

Use "✓" or "X" to mark option included in contract award amount.
If marking Option B, also show percentage of proposed participation.

If the Proposer intends to receive points for exceeding the EDGE Participation Goal, it must provide completed Certified Statement of Intent To Contract and To Perform forms signed by both parties with its Statement of Qualifications.

Option A

The Lead Firm or Joint Venture ("Proposer") commits to meet or exceed the advertised EDGE Participation Goal of the award amount, calculated as a portion of the Basic Fee (including Direct Personnel Expense) plus all accepted Additional Service Fees and Reimbursable Expenses, by using EDGE-certified Business(es). For CM at Risk and Design-Build contracts, this is the contract amount for preconstruction and construction stage compensation excluding contingency.

The Proposer agrees that if selected for consideration of the Contract, it shall provide to the Contracting Authority, at the location required within the time identified in the Request for Proposal, its Proposal, including a *Certified Statement of Intent To Contract and To Perform* form for each EDGE-certified Business proposed for use by the Proposer if awarded the Contract for this Project.

Option B (also indicate percentage -- see text)

The Proposer acknowledges it understands the requirement for it to provide and agrees to provide to the Contracting Authority, if selected for consideration of the Contract, within the time identified in the Request for Proposal, a letter requesting a waiver of the EDGE participation goal percentage on the Proposer's letterhead with a detailed *Demonstration of Good Faith* form describing its efforts undertaken prior to submitting its Statement of Qualifications to meet the advertised EDGE Participation Goal percentage for the Contract for this Project, and full documentation to substantiate its efforts.

The Proposer *does not meet* the advertised EDGE Participation Goal percentage, but, if awarded the Contract for this Project, *commits to provide* _____ percent of the Contract award amount, calculated as a portion of the Basic Fee (including Direct Personnel Expense) plus all accepted Additional Service Fees and Reimbursable Expenses, by using EDGE-certified Business(es).

The Proposer commits to provide to the Contracting Authority at the location required within the time identified in the Request for Proposal, its Proposal, including a *Certified Statement of Intent To Contract and To Perform* form for each EDGE-certified Business proposed for use by the Proposer if awarded the Contract for this Project.

Option C

The Proposer declares that it is an EDGE-certified Business and that if awarded the Contract, the EDGE Participation percentage will be 100% of the award amount.

ATTACHMENT L: Commitment to Participate in EDGE Program

Document 00 45 39 - EDGE Affidavit State of Ohio Standard Requirements for Public Facility Construction

EDGE PARTICIPATION

Certified Statement of Intent to Contract and Perform

Bidder or Proposer: Submit one fully completed form for each EDGE-certified Business

Project: _____

Project Name: _____

A. Bidder or Proposer's Company Name: _____

Mark all that apply:

Multi-Prime Contract General Contract CM at Risk Contract Design-Build Contract

B. EDGE-certified Business information (for contract at ANY tier)

Mark all that apply:

Subcontractor Material Supplier Professional Services Goods & Services

EDGE Business Name: _____

EDGE Business Address: _____

EDGE Certification Number: _____ E-mail: _____

Contact Person: _____ Phone: _____

Insert detailed description of materials, labor, services, supplies, etc. (may use industry codes – continue on separate page):

C. Certification of Intent

By signing below, the Bidder or Proposer certifies that it intends to contract with the EDGE-certified Business for the portion of the contract described above related to its Contract for this Project and for the estimated cost shown below. By signing below, the EDGE-certified Business certifies that it intends to contract with the Bidder or Proposer and intends to provide the portion of the contract described above related to the Contract for this Project for the estimated cost of:

_____ and _____ /100 dollars (\$ _____).

In the event the named Bidder or Proposer is NOT awarded a Contract, this Statement shall be null and void.

EDGE-certified Business

Authorized Signature

Name and Title

Date Signed

Bidder or Proposer

Authorized Signature

Name and Title

Date Signed

END OF DOCUMENT

ATTACHMENT M: Demonstration of Good Faith Effort

Project Name _____ Project Number _____
 Vendor Name _____ Federal Tax I.D. _____

This document must be attached to a Request for Partial Waiver of the EDGE Compliance Goal on the Vendor's company letterhead, executed EDGE Statements of Intent to Contract and Perform, and full and complete supporting documentation.

1. Indicate how you selected (if applicable) portions of the work or services to increase the likelihood of EDGE participation. (Attach additional pages if needed, and all supporting documentation.)

2. Indicate your use of the list of EDGE-certified businesses provided by the DAS Equal Opportunity Division. When answering "yes," also indicate the date(s) you used the list. (Attach printed copies of all Web searches listed.)

Utilized EDGE List? Yes No

Date(s) Utilized _____

3. Indicate the services or organizations that provided assistance to you in identifying and recruiting EDGE-certified business used in preparing the proposal or Bid. (Attach additional pages if needed, and notes of each contact listed.)

Organization _____ Date of Contact _____
 Contact _____ Phone Number _____

Organization _____ Date of Contact _____
 Contact _____ Phone Number _____

4. List all EDGE businesses contacted. (Attach additional pages if needed, and notes of each contact listed.)

EDGE Business	_____	Contact Name	_____	Contact Date	_____
EDGE Business	_____	Contact Name	_____	Contact Date	_____
EDGE Business	_____	Contact Name	_____	Contact Date	_____
EDGE Business	_____	Contact Name	_____	Contact Date	_____

5. List all EDGE firms to which you supplied adequate and timely information about the plans, specifications and requirements of the contract. (Attach additional pages if needed, and copies of all transmittals, shipping receipts, etc.)

EDGE Business	_____	Contact Name	_____	Contact Date	_____
EDGE Business	_____	Contact Name	_____	Contact Date	_____
EDGE Business	_____	Contact Name	_____	Contact Date	_____

EDGE Business _____ Contact Name _____ Contact Date _____

6. List the names, addresses, dates and telephone numbers of all EDGE-certified firms with which you negotiated relative to this contract. (Attach additional pages if needed, and the reason negotiations or bids were not successful.)

EDGE Business _____	EDGE Business _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Contact _____	Contact _____
Phone _____	Phone _____
Date of contact _____	Date of contact _____

EDGE Business _____	EDGE Business _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Contact _____	Contact _____
Phone _____	Phone _____
Date of contact _____	Date of contact _____

7. List all interested EDGE-certified Business Enterprises which you rejected as being unqualified for the work of the contract. Please provide the reason(s) for the rejections. (Attach additional pages if needed.)

EDGE Business _____
Reason(s) for rejection _____

EDGE Business _____
Reason(s) for rejection _____

EDGE Business _____
Reason(s) for rejection _____

EDGE Business _____
Reason(s) for rejection _____

Vendor Certification

The named Vendor certifies that the information it has provided in this document and its attachments are true and accurate.

Name _____

Signature

Date