



RFP - KTA-2022-01

REQUEST FOR PROPOSALS
Kings Transit Authority Maintenance Facility - Wash Bay and Maintenance Bay Entrances Rework

1.0 INVITATION

Kings Transit Authority (KTA) is seeking proposals from qualified consultants for the assessment, design, and rework of concrete flooring inside the wash bay as well as underground utilities to ensure proper drainage of the wash bay. KTA is also asking for this proposal to include a possible rework of the areas in front of the maintenance bay doors. This may require underground work, repaving, or concrete laying to improve the longevity of the maintenance facility.

KTA is considering performing a rework of the wash bay drainage system, along with the connecting underground infrastructure to ensure the longevity of the essential KTA facility. KTA is requiring a preliminary assessment of the proposed infrastructure to ensure the appropriate deficiencies are identified and then to receive a proposal to complete the work. The wash bay and maintenance facility entrance areas may need to be reworked and angled away from the building in order to support proper drainage prolonging the life of the facility.

Submissions will be accepted at the Kings Transit Authority Office and Maintenance Facility, 29 Crescent Drive, New Minas, Nova Scotia, B4N 3G7 until a closing time of **2:00 p.m. local time Wednesday, June 1st, 2022.** Responses can be hand delivered or mailed to Michael Getchell, the General Manager at the address below.

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Kings Transit Authority Maintenance Facility – Wash Bay and Maintenance Bay Entrances Rework”

Reporting Responsibility
& Contact Person:

Michael Getchell
General Manager
manager@kingstransit.ns.ca
(902) 698-1844

Delivery and Mailing

Kings Transit Authority

Address:

29 Crescent Drive, New Minas, NS, B4N 3G7



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2.0 BACKGROUND

Kings Transit Authority (KTA) is a municipal organization providing fixed route public transit services to four municipalities in Kings County who partner in the organization. It also provides transit by contract to the municipalities of Annapolis County and Digby County, using a fleet of approximately a dozen diesel powered transit buses. These buses are all regularly cleaned, serviced, and maintained in the Terminal and Maintenance Facility on Crescent Avenue. The Maintenance Facility (known locally as the former Bonnyman Pontiac garage), is a steel building that contains three service bays and one wash bay.

The building currently has an inadequate drainage system in the wash bay area, which travels from the single floor drain in the wash bay and continues outside the building and runs underground directly in front of the bay doors to the oil separator located in the first bay on the South side of the building.

KTA is still considering the best option for improved drainage in the wash bay and the three maintenance bays entrances being re-worked to extend the longevity of the building itself.

This an active work environment and must be kept operational during any construction activities. Measures will need to be taken to ensure the functionality of the facility.

2.1 BACKGROUND REFERENCE MATERIAL

Currently, approximately every 3 months KTA is forced to secure the use of vacuum trucks to pump out the underground drainage pipes which is removing larger stones indicating a possible broken pipe underground. **A mandatory on-site bidder's meeting has been arranged for 11:00 a.m., Friday, May 13th, 2022** to view the area, potential locations for equipment, have any questions answered and what describe and plan what actions can be taken to investigate the problem in order to identify a proper solution.

2.2 PURPOSE

The intent of this project is to upgrade the wash bay flooring to incorporate a drainage system which is up to date and functioning. In doing so, we may need to repair or replace the existing underground pipes that are possibly damaged, the current floor slope in the wash bay redesigned to promote drainage. We are also open to suggestions in regards to the driveway in front of the wash bay and maintenance bay doors in order to allow for proper drainage away from the building extending its life further.

2.3 SCOPE OF THE PROJECT

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The Kings Transit Authority Maintenance Facility – Wash Bay and Maintenance Bay Entrances Rework Upgrade will be the primary document that contains the framework and standards to guide:

- a) Using this RFP as a starting point, and information gained at the mandatory site meeting, propose a solution that meets the goals of this project within the budget allotted.
- b) Verify drainage capacity of affected area and verify it is sufficient to support proposal.
- c) Provide a statement of warranty in your proposal and advise of potential rebates and/or funding opportunities.
- d) Costing to include demolition, supply, construction, installation, maintenance manuals and anything else required to correctly operate the new systems.

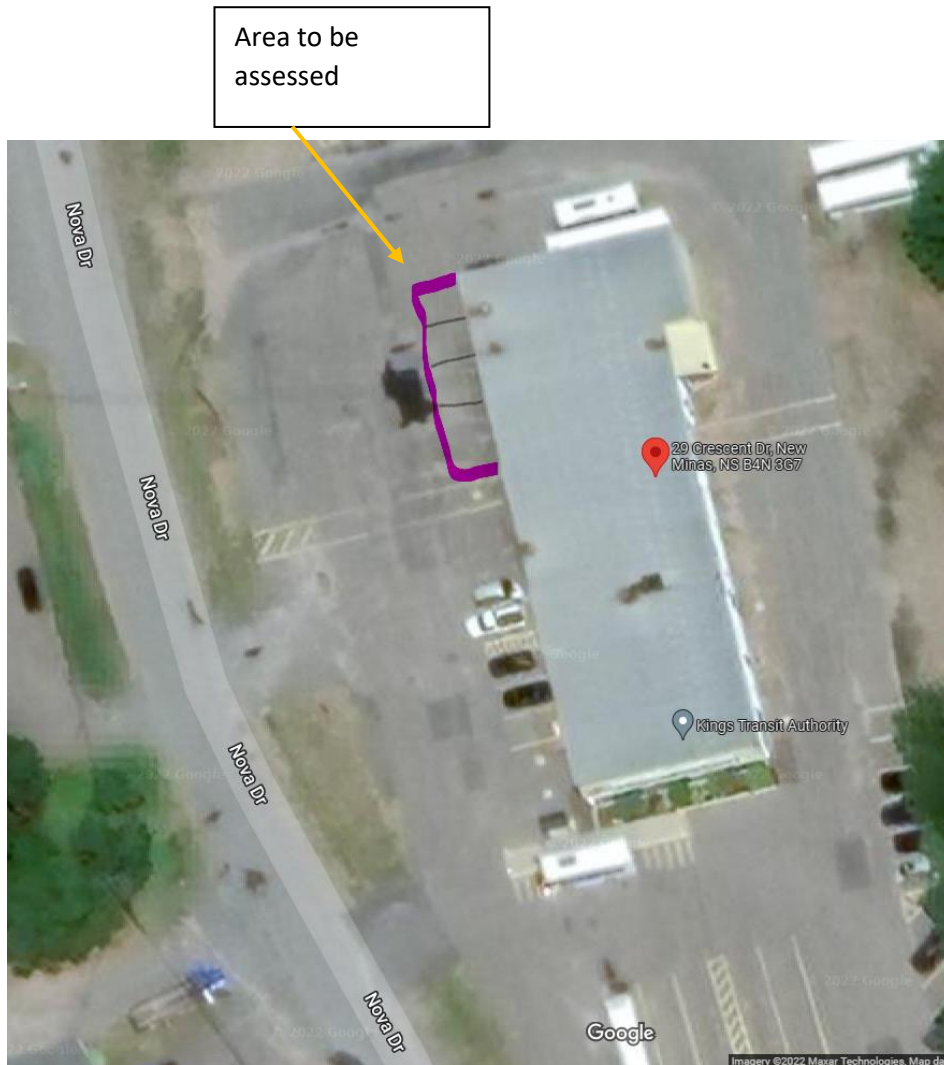
2.4 OBJECTIVES: DELIVERABLES AND EXPECTATIONS

These objectives shall be used as a guide to develop proposals for the Kings Transit Authority Maintenance Wash Bay and Maintenance Bay Entrances Rework. Bidders are encouraged to be innovative while ensuring that the proposed approach and work plan achieve the fundamental objectives set out.

- a. The Proponent will have attended the mandatory bidders meeting (**Friday, May 13th, 2022, 11am**) and develop a good understanding of the issues and objectives for the project.
- b. Develop a proposed work plan with start/completion dates and a strategy to address delays.
- c. The successful proponent will design and construct what's requested that meet the needs of KTA as outlined in this proposal.



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d.

3.0 RFP PROPONENT CHECKLIST

Please ensure the following points have been addressed and are checked off to confirm compliance to the requirements:

- Read and understand the scope of the RFP.
- A copy of the Proponent's Letter of Good Standing from the NSCSA, WCB Safety Certifying Partner, or CFCSA (as outlined in Section 5.0).
- A copy of the Proponent's Certificate of Good Standing from the Workers Compensation Board of Nova Scotia (as outlined in Section 5.0).

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- [] The qualifications, ability, and experience of the company with similar projects, including references of other Commercial buildings proponent(s) have completed within the last 5 years.
- [] At least three references with contact information (please include current phone numbers).
- [] A statement outlining the timeline for completion of this project.
- [] A fee structure of the project cost. This fee structure must include all costs. Remember to cost out the wash bay and all rework needed for a positive drainage system.
- [] All proposals are to be received at the Kings Transit Main terminal building by 2:00 p.m. on the closing date indicated in Section 1.0. Late proposals will not be accepted and will be returned unopened.
- [] Any questions should be directed to Michael Getchell, General Manager at manager@kingstransit.ns.ca or (902) 698.1844.

4.0 PROPOSAL EVALUATION CRITERIA

Each RFP proposal will be evaluated using the following evaluation criteria as noted in Part 1 (Selection Criteria). Only those proposals which receive a minimum pass rate of 80% will move to the price criteria evaluation component (Part 2).



**Kings Transit Authority Maintenance Facility Wash Bay and Maintenance Bay Entrances Rework
Proposal Evaluation
<DATE>**

Company Name: _____

Evaluator's Name: _____

	Criteria	Ranking	Available Points	Score	Comments
PART 1	Evidence of the proponent's general ability to fulfill the services required as outlined in this RFP.	15	Significant evidence of ability	15	
		10	Average evidence of ability		
		5	Little evidence of ability		
		0	No evidence/not addressed in proposal		
	Has provided and met the required certifications.	10	All certifications are current and provided	10	
		5	Some certifications are current and present		
		0	Not addressed in proposal		
	Proposed methodology to initiate and complete the Heating/Cooling Upgrade.	15	Extremely detailed and very realistic	15	
		10	Good detail and realistic		
		5	Little detail and somewhat realistic		
		0	Not realistic/not addressed in proposal		
	Demonstrated ability to provide a quality, cost effective final Heating/Cooling upgrade within the proposed budget. Proponents are requested to provide examples of similar commercial heating/cooling projects. Product quality, creativity, ability to meet need, and ability for KTA to gain the best	15	Quality examples included and demonstrated a clear ability to meet the KTA needs.	15	
10		Examples provided and demonstrated an understanding of KTA needs.			
5		Examples don't align with proposed project and limited description of ability to meet KTA needs.			



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	value for expenditures committed are the key factors of this criteria.	0	Not addressed in proposal.			
	Proponents are requested to provide references from similar sized/types of projects completed within the previous five years.	5	References provided	5		
		0	No references provided			
	Proposed timeline with an anticipated completion date.	5	Realistic timeline	5		
		2.5	Timeline unrealistic			
		0	Not addressed in proposal			
	Overall clarity and quality of the proposal.	5	Extremely clear, concise, and thorough	5		
		2.5	Somewhat clear descriptions			
		0	Vague and unclear descriptions			
	Level of effort.			5		
	Locally based (NS) firms may be given preference if selection criteria values are within 5%.					
PART 2	COST/PRICE EVALUATION SHEET					
	$\frac{\text{Proposal price}}{\text{Subtotal score}} = \text{Price per weighted point}$ <p>Lowest ratio = 25 2nd lowest ratio = 20 3rd lowest ratio = 15 4th lowest ratio = 10 5th lowest ratio (and under) = 5 (Ratios will be adjusted to reflect more than 5 responses, as required)</p>				25	
	Total Score				100	



5.0 TERMS AND CONDITIONS

<u>Inquiries</u>	All inquiries to this RFP are to be directed to Michael Getchell (find contact information in Section 1.0).
<u>Clarification and Addenda</u>	Notify KTA not less than four (4) working days before RFP Closing of omissions, errors, questions, or ambiguities found in the Contract Documents. If KTA considers that correction, explanation, or interpretation is necessary; a written addendum will be issued. All addenda will form part of the Contract Documents.
<u>Level of Effort</u>	The level of effort for the RFP has not been set.
<u>H.S.T.</u>	Do not include applicable taxes in Proposal price.
<u>Proposal and Contract Security</u>	None required
<u>Insurance</u>	The Proponent shall affect and continuously maintain during the term of the Contract or any extension thereof a comprehensive general liability policy with limits of not less than two million dollars (\$2,000,000.00) with such coverage to be with such insurance company and contents acceptable to Kings Transit Authority. A copy of which must be submitted with proposal.
<u>Proponent's Indemnification</u>	The Proponent agrees to indemnify and save the Kings Transit Authority harmless against all claims, suits, demands, damages, expenses, disbursements and costs on a Solicitor and Client basis which the KTA may incur as a result of any act or omission by the Proponent. The Proponent acknowledges that it is not an employee of KTA but is an independent contractor.
<u>Amendment or Withdrawal of Proposal</u>	Proposals may be amended or withdrawn by letter, email, or facsimile. Amendment or withdrawal by letter, email, or facsimile must be postmarked prior to the date and time of closing. Amendments of individual unit prices is the only acceptable price amendment. Amendments shall not disclose either original or revised



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total price and should be submitted separately in a sealed envelope, marked:

Head amendment or withdrawal as follows: “(Amendment)/(withdrawal) of RFP for (Name of Project) (Contract Number)”. Sign and seal as required for RFP and submit at address given for receipt of RFP prior to time of RFP Closing.

Informal or Un-Balanced Proposals

Proposals which, in the opinion of the KTA, are considered to be informal or unbalanced, may be rejected.

Certifications

Proponents with a Standard Industry Code of 4001-4499 or 3551 must have a current and valid Letter of Good Standing issued by the Nova Scotia Construction Safety Association, or an approved WCB Safety Certifying partner, or from the Canadian Federation of Construction Safety Association (CFCSA), or from a recognized safety association which utilizes an external audit element. **A copy of which must be submitted with proposal.**

Proponent must supply a Certificate of Good Standing from the Workers Compensation Board of Nova Scotia. **A copy of which must be submitted with RFP.**

5.1 Privilege

This RFP neither expresses nor implies any obligation on the part of the KTA to enter into a contract with any party submitting a response or responses.

A table of evaluation criteria is included within this RFP document to be used as a guideline for proposers (see Section 4.0). KTA reserves the right to deviate from the evaluation criteria where it is in the best interests of the KTA.

The KTA reserves the right to reject all or any proposals, and to not necessarily accept the lowest proposal. KTA may accept any proposal or any portion of any proposal that may be considered in the best interests of the KTA. The right is also reserved to waive formality, informality, or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the RFP document.



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The KTA reserves the right to negotiate, after the RFP Closing Date, with any proposer to finalize service arrangements in the best interests of the KTA.

The KTA shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The KTA reserves the right to interpret any and all aspects of this RFP as may be most favorable to the KTA.

In submitting a proposal, the proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.

6.0 PROJECT TIMELINES

1. Public Call for Proposals – May 6th, 2022

Sealed Proposals Titled “RFP-KTA-2022-01 Kings Transit Authority Maintenance Facility – Heating/Cooling System Upgrade” must be received at:

Kings Transit Authority

29 Crescent Drive, New Minas, Nova Scotia, B4N 3G7

Telephone: (902) 670-6404

Prior to: 2:00 pm, June 1st, 2022.

Public opening at 2:15pm, June 1st, 2022, at the above address.

Fax or E-mail submissions will not be accepted. Late submissions will remain unopened.

2. Review and selection of successful proponent: June 1st, 2022 to June 6th, 2022.

Note: Proponents MAY be invited for a personal interview during this time.

Note: Final award will be subject to Kings Transit Authority approval process, as required.

3. Commencement of Project – On or before August 1st, 2022.

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7.0 CLOSING INFORMATION

1. Kings Transit Authority is not liable for any costs or expenses or to reimburse or compensate the Proponents in any manner whatsoever or under any circumstances including, without limitation, in the event of rejection of all proposals or cancellation of the project.
2. This RFP neither expresses nor implies any obligation on the part of the KTA to enter into a contract with any party submitting a response or responses.
3. The Proponent must have the safety certification outlined in Section 5.0 and must always ensure public safety.
4. All work is to conform to the Occupational Health and Safety Act.
5. All work to be performed in a workmanlike manner according to standard procedures.
6. Recovery of H.S.T.
 1. Invoices shall indicate H.S.T. with appropriate registration number, indicated as a separate item.
7. All work undertaken shall conform to the standards of the Department of Labour and Advanced Education.
8. The Proponent agrees to comply with all legislation in effect from time to time, including any Federal, Provincial and Municipal legislation, regulations, or By-laws, which are applicable to the operations of the contractor respecting this Contract.
9. Should there be any questions regarding the interpretation of this Contract, the KTA's interpretation shall govern.
10. The Contractor shall at his/her expense remedy all deficiencies performed or provided under this contract for a period of one (1) year after date of acceptance by the KTA.
11. The Contractor shall warranty all material and equipment installed by him/her, or incurred under this contract, for a period as indicated in their proposal, after date of acceptance by the KTA.



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12. The Kings Transit Authority reserves the right to request that any or all proponents clarify and revise their proposal. The KTA may choose to meet with one, several, or all proponents to discuss aspects of their proposal. The KTA is not obligated to seek clarification from any proponent regarding any aspect of its proposal.
13. The KTA shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The KTA reserves the right to interpret all aspects of this RFP as may be most favorable to the KTA.
14. The Kings Transit Authority is not bound to accept any proposal. Further, the KTA reserves the right to accept or reject any proposal in whole or in part, waive any irregularities in the proposal process, and to discuss different or additional items to those included in this RFP, at its sole discretion. The KTA may invalidate this RFP and may issue a second RFP at its sole discretion.

Thank you for your response.