



OKANOGAN COUNTY TRANSIT AUTHORITY

RFQ #19-041619

APRIL 16, 2019

PO Box 507, Okanogan, WA 98840

**INSTRUCTIONS FOR
REQUEST FOR QUALIFICATION STATEMENTS
FOR ARCHITECTURAL DESIGN AND ENGINEERING SERVICES
FOR A FUTURE OKANOGAN COUNTY TRANSIT AUTHORITY
MAINTENANCE AND OPERATIONS FACILITIES**

Okanogan County Transit Authority (“OCTA”), a public transit system operating in Okanogan County, Washington, is seeking Statements of Qualifications and Performance Data from firms qualified to provide the architectural, engineering and other services described below under the following terms and conditions:

All submitted documents must be clearly marked RFQ #19-041619 OCTA Operations Base Architectural and Engineering Services. Questions concerning this RFQ or these RFQ Instructions may be submitted to the OCTA by mail, fax or e-mail as follows:

Kelly Scalf
CEO/General Manager
Okanogan County Transit Authority
PO Box 507
Okanogan, WA 98840
Phone: (509) 557-6177
Fax: (509) 315-2548
E-mail: kscalf@okanogantransit.com

Answers to the questions will be provided to all proposers requesting these RFQ Instructions.. The deadline for submitting questions is 3:00 p.m. (PST) on May 2, 2019.

2. [RFQ Schedule](#)

RELEASE OF RFQ.....	April 16, 2019
RFQ QUESTION DEADLINE.....	May 2, 2019
STATEMENTS DUE.....	3:00 p.m. on May 7, 2019
STATEMENT REVIEW/SELECTION PERIOD.....	May 7-9, 2019
INTERVIEWS (IF NEEDED)	May 9-10, 2019
FINAL RANKING OF STATEMENTS AND SELECT MOST QUALIFIED FIRM.....	May 13-15, 2019

The above deadlines are subject to change by the OCTA at any time. OCTA will inform those firms inquiring about this RFQ and/or requesting these RFQ Instructions of any deadline changes.

3. The Statements of Qualifications and Performance Data must including the following information and must be submitted to the OCTA as follows:

- A. A cover letter on the firm's letterhead, the original Statement, 4 hard copies of the Statement, and a digital (CD or USB) copy in a standard format must be submitted to the OCTA.
- B. The Statements must include all mandatory elements and be in the format indicated in the following sections of these RFQ Instructions. The contractor will be required to comply with all requirements of applicable FTA and WSDOT standards for facility design.
- C. The cover letters and Statements must be received by the OCTA by 3:00 p.m. (PST) on May 7, 2019 and should be addressed as follows:

Kelly Scalf
General Manager
Okanogan County Transit Authority
PO Box 507
Okanogan, WA 98840

Deliveries to our physical address:
Okanogan County Transit Authority
303 Second Ave S
Okanogan, WA 98840

Statements received after 3:00 p.m. (PST) on May 7, 2019 will be rejected and will not be considered by OCTA. Postmarks on or prior to the due date are irrelevant unless the OCTA actually receives the Statement by 3:00 p.m. (PST) on May 7, 2019.

- 4. Any and all costs incurred by a proposer in responding to this RFQ is at the proposer's own risk and expense as a cost of doing business, and OCTA is not liable for reimbursement to the proposer for any expense so incurred, regardless of whether or not the proposal is accepted.
- 5. Any conditions or expectation on the part of the proposer for performance by OCTA must be set forth in the Statement. OCTA is not obligated to consider the proposer's post-submittal terms and conditions.
- 6. At the discretion of OCTA, one or more firms may be asked for more detailed information before final ranking, and OCTA may also request oral interviews. The travel, lodging and meal costs incurred by the firm(s) in traveling to and attending the interviews shall not be paid or reimbursed by OCTA. The OCTA reserves the right to waive immaterial irregularities in the Statements, reject any or all Statements, and discontinue or modify this RFQ at any time.
- 7. OCTA is not responsible for misdirected Statements. The proposer should call the OCTA office at 1 (509) 557-6177 or send an e-mail to OCTA at kscalf@okanogantransit.com to ensure receipt of their documents by the time and date listed above.

8. Background

OCTA currently leases approximately 4,100 square feet of office space in Okanogan. In addition, OCTA leases approximately 10,000 square feet of fenced space for vehicle storage. Okanogan County Transportation and Nutrition, a non-profit community transportation provider, also occupies these two leased facilities. The two agencies coordinate transportation services provided to communities across Okanogan County, and desire to occupy the same facility in the future. As both agencies have grown, there is a need for additional space.

In late 2015, Governor Inslee attended COP21 in Paris, where he signed on to several agreements in an effort to boost global cooperation on climate action and strengthen Washington's commitment to be part of global action on climate. There, he announced his new initiative to accelerate adoption of zero emission electric vehicles in public and private fleets, a key step towards meeting the Results Washington goal of putting 50,000 EVs on the road by 2020. OCTA's 2018-2023 Transit Development Plan includes transitioning to hybrid and/or electric vehicles as they are available. This goal will require infrastructure for charging stations as well as a vehicle maintenance facility.

OCTA has not purchased property for a facility yet. Initial planning and preliminary design and feasibility is expected to inform the decision on facility siting and provide budget impacts necessary to determine funding alternatives.

9. Scope of Work

The project will include:

- A. Preparation of planning, siting, design, and development documents in cooperation with OCTA-designated representatives leading to financial feasibility of the project. Based on Board approval, preparation of final building and site development plans and specification in sufficient detail to construct new maintenance and operations facilities to comply with OCTA's long term facility needs and parameters to be established with the selected firm. Final construction documents and specifications shall be prepared in compliance with applicable local, state and federal regulations and shall become the sole property of OCTA.
- B. Preparation of supporting materials for funding applications as necessary to complete the project.
- C. Providing assistance with and monitoring the competitive bidding process and construction activities related to the construction of the operations base and related utilities as directed by OCTA.
- D. Furnishing value engineering services related to the construction of the facilities and related utilities as requested by OCTA.
- E. Attending and participating in meetings and conferences with OCTA officials and agents and contractors of OCTA as well as governmental agencies involved in the project.

The selected firm will be expected to give a very high priority to this project and be prepared to begin work on this project immediately upon contract execution and complete necessary professional services satisfactory to OCTA's needs and timeline to meet funding requirements. Some, but not a majority, of the requested work may be subcontracted out provided that the subcontractor(s) and subcontracted work are approved in advance by the OCTA in writing.

10. [Statement Format](#)

At a minimum, the following items shall be addressed and included in the Statements:

- A. The firm's general qualifications.
- B. Specific qualifications that would make the firm especially suited for the proposed project.
- C. A listing of related transit projects and other similar projects completed by the firm. The listing shall include:
 - i. the specific work involved
 - ii. the estimated cost of the work and the actual cost of the work
 - iii. how long each project took to complete
 - iv. the names, position titles, addresses and telephone numbers of persons representing the owner/requestor of the project who OCTA may contact regarding the project and the firm's work
- D. The names and resumes of the persons within the firm who would be expected to work on OCTA's project, the role each would play and the amount of time they would devote to this project.
- E. The firm's planned approach to the project. This may be as detailed or as general as the proposer's knowledge of the situation allows.
- F. The signed Federal Certifications and Assurances referenced in the last section of these RFQ Instructions.

11. [Competitive Selection](#)

The Statements will be reviewed and evaluated and the Statements/firms will be tentatively ranked by the OCTA Selection Committee and, following the review and tentative ranking, the CEO/General Manager will make a recommendation to the Board for approval of a contract.

12. Statement Evaluation Factors

The evaluation criteria and relative weight given to each item in the Statement will be as follows:

- 25 Points (1) Firm's proximity to and familiarity with the area in which the project is located.
- 25 Points (2) Specialized experience and technical competence of the firm with respect to the type of professional services required for this project.
- 25 Points (3) Capacity and capability of the firm to perform the work in question within the time and limitations fixed for the completion of the project.
- 25 Points (4) Past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules and deadlines.

12. Protests

Unless an applicable Okanogan County provision, law, regulation or rule requires the OCTA to follow a different protest or objection process, protests or objections made in connection with this RFQ shall be resolved under the following procedure. Any protests or objections to the OCTA's action in connection with this RFQ shall be resolved by the OCTA Board. Written protests or objections must be submitted to and be received by the OCTA office within 7 days of the date that the action or omission is made in connection with this RFQ. Untimely objections or protests shall not be considered by the OCTA Board. The OCTA Board's decision on the objection/protest shall be final, conclusive and binding.

13. Federal Assurances

As the proposed capital project may be financed with federal assistance the selected firm shall be required to comply and agree to the attached Federal Certifications and Assurances. For a Statement of Qualifications to be considered responsive the proposer must sign and submit the attached Assurances and Certifications with its Statement.

FEDERAL TRANSIT ADMINISTRATION REQUIRED CERTIFICATIONS AND ASSURANCES

Instructions

Step #1: Read through each of the Certifications and Assurances required for capital projects.

Step #2: Initial each of the Certifications and Assurances in the table below indicating you have read and understand each one.

The person initialing and signing must have the legal authority to make such certifications on behalf of the organization applying for funding.

Step #3: Submit the initialed Certifications and Assurances included with the RFQ with your completed proposal packet.

Certification/ Assurance	Title	Please Initial each Certification
1	OVERALL FEDERAL REGULATION COMPLIANCE	
2	FLY AMERICA REQUIREMENTS	
3	ENERGY CONSERVATION REQUIREMENTS	
4	CLEAN WATER REQUIREMENTS	
5	LOBBYING	
6	ACCESS TO RECORDS AND REPORTS	
7	FEDERAL CHANGES	
8	CLEAN AIR	
9	NO GOVERNMENT OBLIGATIONS TO THIRD PARTIES	
10	PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS	
11	TERMINATION	
12	GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)	
13	CIVIL RIGHTS REQUIREMENTS	
14	BREACHES AND DISPUTE RESOLUTION	
15	DISADVANTAGED BUSINESS ENTERPRISE (DBE)	
16	AMERICANS WITH DISABILITIES ACT OF 1990 REQUIREMENTS	
17	SEISMIC SAFETY REQUIREMENTS	
18	ACCESS REQUIREMENTS FOR PERSONSWITH DISABILITIES	