

May 21, 2019

TO: Prospective Proposers

RE: Request for Quotation (RFQ)
Schedules/Maps – Layouts and Updates

The Greater Dayton Regional Transit Authority (RTA) is seeking to obtain proposals from firms interested in providing services for Schedules/Maps Layouts and Updates. Your firm is invited to submit a proposal.

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 **one (1) original and three (3) copies** of your proposal are received by the undersigned no later than **June 14, 2019 at 2:00 p.m.** Proposals may be mailed, delivered or sent by delivery service addressed to the undersigned at Greater Dayton Regional Transit Authority, 4 S. Main Street, Dayton, OH 45402. Please allow additional working days for the internal delivery of mailed proposals in addition to the U.S. Postal Service delivery.

The successful proposer will be offered a one (1) year blanket purchase order contract with two (2) option years, effective on or about **August 1, 2019**. The award will be based on: Experience with similar projects, Quality of proposal submission and sample work, Reasonableness of Price, and Firm Background and References, received from responsive and responsible proposers as determined by the RTA.

RTA reserves the right to reject any and all proposals submitted. Award of the contract will be made to the Proposer which, in the sole opinion of RTA Staff, best meets the needs of the Authority.

The successful proposer(s) will receive a blanket purchase order in accordance with the terms of the Request for Quotation. No written notification of the award will be sent.

A proposal may be withdrawn by personal, written, or telegraphic request received from the proposer prior to the scheduled opening date. No proposal may be withdrawn for a period of 60 days after the opening date.

Greater Dayton Regional Transit Authority

4 S. Main Street Dayton, OH 45402 • 937-425-8400 P • 937-425-8416 F • www.iniderta.org

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 Turner by phone at 937/425-8313 or email at jturner@greaterdaytonrta.org to be added to our database.

If you have any questions relating to this solicitation, please contact me at (937) 425-8315 or by email at rbaughn@greaterdaytonrta.org.

Sincerely,

Ryne Baughn

Ryne Baughn
Purchasing Agent

Greater Dayton Regional Transit Authority

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 2019-20.

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 2019-20. 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 twenty four (24) 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 August 2019 pick changes in mid-July 2019. 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

PROPOSAL SUBMISSION: Proposals submitted shall be inclusive of the following:

- Proposal Pricing Form
- Company Profile
- Identify account representative(s) that will be assigned to RTA, if awarded this order, and provide a description of his/her qualifications and assurance that he/she has adequate time to dedicate to the RTA account. In addition, identify the account representative's back-up person and his/her qualifications.
- A brief summary of your approach to this project.
- Reference List: A minimum of three (3) current references from similar projects and a brief description of work performed. Include contact's names, addresses, telephone numbers, fax numbers, and email addresses.
- Please include a few relevant samples of similar work with your proposal submission.
- **One original and three (3) copies** of the proposal shall be delivered to the undersigned.
- **Affirmative Action Assurance (AAA) Certification (IN EXCESS OF \$10,000):**

Affirmative Action Assurance (AAA) Certification from the City of Dayton, Human Relations Council.

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 proposers must submit with their proposal a copy of the email from the City of Dayton's Human Relations Council (HRC), stating that their application for Affirmative Action Assurance (AAA) certification has been approved. Failure to furnish a copy of the AAA approval email from the City of Dayton's HRC may be cause for rejection of the proposal.**

In order to receive the AAA approval email, vendor must first log onto the City of Dayton's vendor certification portal, CityBOTS (www.citybots.com), and complete the online AAA form. To obtain CityBOTS login credentials, vendor must go to www.citybots.com, click the "Request Login" button, and follow the instructions. (If vendor's Tax ID number does not exist in the City of Dayton's CityBOTS database, they will need to contact the HRC's Business & Technical Assistance team at bta@daytonohio.gov or (937) 333-1403 to set up a CityBOTS account.)

Once the online AAA form is submitted for approval, the HRC will process it **within 5 business days**. Vendor will then receive an email explaining the status of their AAA certification.

If an approval email is not received by the proposal due date, vendor is to write “Application Pending” on the applicable line on the SUMMARY OF REQUIREMENTS. A copy of the approval email must be received within five (5) business days after the proposal due date.

The proposal of any firm, who in RTA’s judgment has failed to comply with such laws and regulations, may be considered non-responsive, and may be rejected.

BASIS OF AWARD: The award will be based on Experience with similar projects, Quality of proposal submission and sample work, Reasonableness of Price, and Firm Background and References, received from responsive and responsible Proposers as determined by the RTA. RTA reserves the right to select the Proposer, in the sole opinion of the RTA, best meets the needs of the Authority.

DURATION OF CONTRACT: The duration of the contract shall be for a one (1) year period with two (2) option years.

Option to Extend the Term of the Contract

The Greater Dayton Regional Transit Authority may extend the term of this contract by written notice to the Contractor; provided that the RTA shall give the contractor a written notice of its intent to extend at least 30 days before the contract expires. If the RTA exercises this option, the extended contract shall be considered to include this option provision.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months.

BUDGET RANGE: The RTA’s anticipated budget range for this procurement is Not to Exceed \$25,000.

PRICE: The cost of the project shall be presented as a “FIRM” fixed price. The RTA desires pricing in the form of one all-inclusive sum.

PAYMENT TERMS: 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.

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.

INDEMNIFICATIONS: The successful contractor shall indemnify and save harmless RTA, its trustees, officers and employees from and against all loss, costs, liability, damage and expense whether direct, consequential or incidental, for personal injury and for property damage, such loss, costs, liability, damage and expense arising out of, or resulting in whole or in part, directly or indirectly, from work or operations under the contract but not limited to the acts, errors, omissions and negligence of Contractor's employees and agents, except to the extent of liability imposed due to RTA's own negligence.

NON-WAIVER BY ACCEPTANCE OF PAYMENT: Neither the acceptance by the RTA of any services, the payment by the RTA for any services, nor both acceptance and payment, shall be deemed to waive, compromise, or affect in any manner the liability of the Contractor for any breach of contract, of warranty or of both contract and warranty.

FEDERAL CLAUSES: The Federal Third Party Contracting Clauses & Required Submittals may be accessed at the Greater Dayton Regional Transit Authority (RTA) website at <http://proc.greaterdaytonrta.org/>. On the left side, click on RFQ Small Purchase Clauses & Submittals. The applicable clauses shall apply if an award is made to your firm.

CONTRACTOR INSURANCE REQUIREMENTS:

The Contractor shall maintain, at its own expense, throughout the period of the Contract and any extensions thereof the following minimum insurance coverages of the types and in the amounts described below that are applicable to the scope of work being performed:

1. Workers Compensation Insurance. Contractor 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 Contractor 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.

Vendor must also carry Employer's Liability Insurance with minimum limits of \$500,000 each accident; \$500,000 for disease (per employee); and \$500,000 for disease (policy limit). This policy must include Ohio "Stop Gap" coverage.

2. Commercial General Liability Insurance. Contractor 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 (including its directors, officers, employees and volunteers) must be named as an additional insured on the CGL for liability arising out of the acts or omissions of the

Contractor, including coverage for liability arising out of products and completed operations. The coverage afforded to RTA shall be primary to any other insurance carried by the RTA, and the RTA's coverage shall not contribute to any loss made pursuant to this coverage grant. Commercial General Liability coverage (including RTA's status as additional insured) shall be maintained for at least two years after completion of Contractor's work performed under this contract.

3. Commercial Auto Liability Insurance. Contractor 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. RTA shall be afforded coverage under this policy for any liability arising out of the acts or omissions of Contractor.

4. Requirements common to all policies.

a. Contractor shall be solely responsible for reimbursing any deductible amount to the insurer, even if payment is being made on behalf of RTA as an additional insured on Contractor's policy. Any deductibles or self-insured retentions in excess of \$5,000 must be disclosed and approved in writing by RTA.

b. Contractor 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 Contractor'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 Contractor's insurance coverages are in compliance with the insurance requirements set forth below must be completed by the Contractor's insurance agent, broker, or insurance company after the contract has been awarded. 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. The certificate shall reference RTA's status as an additional insured with primary/noncontributory coverage under both the General Liability and Auto policies.

e. Failure of RTA to receive 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 Contractor) shall not be construed as a waiver of Contractor's obligations to maintain such insurance. RTA shall have the right, but not the obligation, to prohibit Contractor 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. Contractor 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 Contractor, and such coverage limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to RTA.

g. Any subcontractors engaged by Contractor to perform the Work shall comply with these insurance and indemnification provisions and shall provide primary/noncontributory coverage to RTA as set forth herein.

Proposal Evaluation and Selection Process

Evaluation Criteria

Significant criteria for evaluation and selection for the services indicated in the RFQ includes, but is not limited to the following, in descending order according to importance:

- Experience with Similar Projects
- Quality of Proposal Submission and Sample Work
- Reasonableness of Cost
- Firm Background and References

Method of Award

- A. The proposals will be evaluated by a Selection Committee established by the RTA. Proposals 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 proposals, to accept other than the lowest price, to negotiate separately with any source whatsoever, and to accept the proposal considered to be most advantageous to the RTA.
- C. The RTA reserves the right to select the contractor(s) on the basis of proposals received without seeking further information or clarification from proposers.
- D. Upon review of the proposals, the RTA staff will designate the most qualified proposers as finalists. These finalists may be invited to participate in a question and answer session (interview process) to clarify their proposal with the RTA Selection Committee members.
- E. If interviews are held, the Selection Committee may re-evaluate the proposals of those firms.
- F. An award may then be made to the proposer(s) that best meet the needs of the RTA.
- G. Any matters concerning this procurement will be addressed directly to Ryne Baughn, Greater Dayton Regional Transit Authority (RTA) at (937) 425-8315. The Selection Committee members are not to be contacted by any of the proposers regarding this Request for Quotation (RFQ).**
- H. If additional information or clarification is required from a proposer, they will be contacted directly.

Greater Dayton Regional Transit Authority

PROPOSAL PRICING FORM

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

OFFER: By execution below, Proposer hereby offers to furnish the goods and/or services as indicated herein.

Name of Individual, Partner or Corporation

Address City, State and Zip Code

E-mail Address

Telephone Number Fax Number

Authorized Signature Title Date