

Request for Proposals
Champaign-Urbana Mass Transit District
Park and Ride / Child Care Facility
Preliminary A&E
RFP 09-001

Proposal Receipt Deadline
November 17, 2008; 3:30PM

PART I – INSTRUCTIONS TO PROPOSERS

1. Background

The Champaign-Urbana Mass Transit District (CUMTD) is issuing a Request for Proposals seeking responses from qualified entities to undertake preliminary Architectural & Engineering steps related to design, construction, operation, and maintenance of a child care center located with a Park and Ride center. The proposed location is generally on the south side of Illinois Terminal in downtown Champaign, IL.

Providing child care and public transportation that is both convenient and affordable for people who do not travel by automobile is an immense challenge. Parents who depend on public transit as their transportation mode currently have extreme difficulty in delivering their child(ren) to a child care facility. Because current child care centers are not located near any of CUMTD's major transfer hubs, several bus routes and inconvenient transfers must be used in order for a parent to deliver their child(ren) to a child care facility. This makes the commute to/from work time consuming and logistically difficult. Therefore, usage of public transit and acceptance of gainful employment is discouraged due to the insufficiency of affordable and accessible child care services.

The location of this facility, coupled with a newly-built Park and Ride deck, will help resolve this issue. The location of the proposed facility is within the footprint of the District's major transfer center and provides easy access to nearly all of the system's routes.

Proposals submitted in response to this RFP will be judged to determine which is the most outstanding in meeting the overall objectives of the project while providing the best value to CUMTD. Time is of the essence and will be a deciding factor as well. Deliverables must be submitted in February, 2009. An Evaluation Committee will review and rate all proposals using the criteria noted in Section 9 of the RFP. Should funds be identified to proceed with the full design and construction of the project, the successful entity employed to perform this phase will be permitted to submit proposals to undertake work on the remaining phases of the project, but there is no guarantee of that entity being awarded future work.

2. Definitions

Terms used in this Request for Proposals

- A. **Consultant**. The term "Consultant" means the individual, firm, company, corporation, partnership, or association executing the Contract as an entity providing the scope of services specified in this RFP.
- B. **Days**. The term "days" means business days recognized by CUMTD.
- C. **CUMTD**. The term "CUMTD" means the Champaign-Urbana Mass Transit District, a local mass transit authority created pursuant to Illinois State law with its principal place of business in Urbana, Illinois.
- D. **Contract**. The term "Contract" means the agreement to be entered into by CUMTD and the successful proposer for the scope of services described in this RFP.
- E. **Prospective Proposer**. The term "prospective proposer" shall refer to any person who takes one or more of the following actions: (1) receives the RFP by direct mail; or (2) registers with CUMTD as a prospective proposer.
- F. **RFP**. The term "RFP" means this Request for Proposals.

3. Schedule of Events

Event	Date
Issue Request for Proposals (RFP)	11/3/2008
Proposals due 3:30 p.m. CST	11/17/2008
CUMTD reviews proposals	11/17 – 11/21/2008
Approval of Contract by CUMTD Board	11/26/2008
Notice to Proceed (approximate)	12/1/2008

The dates listed above are subject to be changed by CUMTD upon written notice to all prospective proposers.

4. General Proposal Conditions

4.1 Notice of Informal Solicitation

Notwithstanding any other provision of this RFP, all proposers are hereby specifically advised that this RFP is an informal solicitation for proposals only, and is not intended and is not to be construed as an offer to enter into an agreement or engage into any formal competitive bidding or negotiation pursuant to any statute, ordinance, rule or regulation.

4.2 Method of Response

Responses to the RFP shall be made according to the specifications and instructions contained herein. Failure to adhere to instructions may be cause for rejection of any proposal.

4.3 Acceptance of Terms and Conditions

Proposers understand and agree that submission of a proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all the terms, conditions, and criteria contained in this RFP, except as otherwise specified in the proposal. Any and all parts of the submitted proposal may become part of any subsequent Contract between the selected Consultant and CUMTD.

4.4 False, Incomplete, or Unresponsive Statements

False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for rejection of the proposal. The evaluation and determination of the fulfillment of the above requirement will be CUMTD's responsibility and its judgment shall be final.

4.5 Clear and Concise Proposal

Proposals shall provide a straightforward, concise delineation of the proposer's capability to satisfy the requirements of this Request for Proposals (RFP). Each proposal shall be submitted in the requested format and provide all pertinent information, including but not limited to information relating to capability, experience, financial resources, management structure and key personnel, and other information as specified in Section 6 and otherwise required in this RFP. Each proposal shall be signed in ink by a duly authorized officer of the company.

5. Submission of Proposals

5.1 Proposal Receipt

Proposals in response to this RFP shall be considered received at the time actually received by the addressee or designated agent. All proposals and other communications should be addressed, as follows:

Karl P. Gnadt
Director, Market Development
CUMTD
1101 East University Avenue
Urbana, IL 61802-2009

5.2 Proposal Format

Proposals, consisting of **one unbound original** and **three (3) bound copies** must be received by CUMTD at its offices at 1101 East University Avenue, Urbana, Illinois 61802-2009, directed as set forth above by **3:30 p.m. Central Standard Time, on November 17, 2008**. Proposals received after this specified date and time shall be considered late and shall not be considered for evaluation. Late proposals shall be returned to the sender unopened.

5.2.1 Required Markings

Each proposal shall be in the form specified in this RFP, and in a sealed envelope with outside markings stating: (1) **RFP 09-001** and (2) **DO NOT OPEN WITH REGULAR MAIL** addressed as specified in Section 5.1.

6. Required Elements of Proposal

6.1 Overview

Proposers shall provide a written proposal which includes the required elements, both in content and sequence, set forth in this Section. Each section of the Proposal as described herein shall be segregated and identified by a tabbed insert as to identify the item being addressed in the Proposal. **A Proposal may not be considered responsive if it modifies or fails to conform to each of the requirements set forth in this Section.**

6.1.1 Cover Letter

Each proposer shall submit a maximum two-page letter including the name and address of the organization submitting the proposal; whether the organization is an individual, partnership, corporation or joint venture; and the name, address and telephone number of the contact person who will be authorized to make representations for the organization.

6.1.2 Project Understanding

Proposers shall describe their understanding of CUMTD and the services to be provided by the proposer in response to this RFP.

6.1.3 Statement of Qualifications and Experience

This Statement shall include, but not be limited to the following information:

6.1.3.1 Experience and Past Performance

Each proposer must describe all projects that are similar in nature to that contemplated in this RFP that the proposer has performed within the last 60 months. Proposers must furnish a short narrative describing the project and the outcome, and must provide the dollar value of the projects. Proposers must list the name of the entities for which the services were provided, and the name, address and phone number of the customer for each of the identified projects.

6.1.3.2 Personnel

Proposers must include a listing of key personnel that will be assigned to the Project showing evidence of relevant knowledge and work experience including education, as well as a description of any subcontractors' or team members' relevant experience.

6.1.4 Work Plan and Technical Approach

Proposers must present a work plan and timetable that includes the technical approach that will be used to address the scope of work set forth in **Exhibit A**. Time is of the essence in this project and the deliverables must be submitted in February of 2009.

6.1.5 Proposed Budget

Proposers must include a budget by work activity identified in Exhibit A. The budget shall include a breakout of personnel costs, support costs, and operational expenses.

7. Clarification and Amendment Process

7.1 Request for Interpretation or Clarification

A proposer may submit to CUMTD a written request for an interpretation or clarification of, or any addenda to, this RFP. Any such request must be received by CUMTD no later than November 7, 2008. However, proposers are encouraged to submit requests prior to this date. CUMTD is not bound by any oral interpretations, clarifications, or changes made to this RFP by any CUMTD representative. Any clarification or change to the RFP must be provided in writing pursuant to this Section.

7.1.1 CUMTD Response

CUMTD will review and prepare a written response to each request made by a proposer pursuant to this Section. CUMTD's written determination will be mailed or otherwise furnished to all prospective proposers by November 13, 2008.

7.2 Addenda

CUMTD reserves the right to make modifications or addenda to this RFP. If CUMTD determines it is appropriate to revise any portion of this RFP, either at the request of a proposer or upon CUMTD's own initiative, CUMTD will issue, and make available to all prospective proposers, a written addendum setting forth this revision. Proposers shall acknowledge receipt of addenda by written notice thereof returned to CUMTD. Where addenda require changes in the work to be performed under the Contract, the date set for receipt of proposals may be postponed by such number of days as CUMTD determines are appropriate in order to enable prospective proposers to revise proposals.

8. General Requirements

8.1 Costs Incurred by Proposer

Any costs incurred by proposers in responding to this Request for Proposals shall be the proposer's sole expense and will not be reimbursed by CUMTD.

8.2 Cancellation of Procurement

CUMTD reserves the right in its discretion to cancel this Request for Proposals in whole or in part.

8.3 Proposal Rejection

CUMTD reserves the right in its discretion to accept or reject any and all proposals submitted in response to the RFP, or refuse to enter into any Contract resulting from any proposal submitted, without expense to CUMTD.

8.4 Proposal Withdrawal

The proposer's authorized representative may, prior to the date and time set as the deadline for receipt of proposals, modify or withdraw a proposal in person, or by written or facsimile **[(217) 384-8215]** notice to the person listed in Section 5.1. If proposals are modified or withdrawn in person, the authorized representative shall make his or her identity known and shall sign a receipt for the proposal. Written or facsimile notices shall be received in CUMTD's offices at the address listed in Section 5.1 no later than the date scheduled as the proposal receipt deadline. After the proposal receipt deadline, proposals may not be withdrawn for one hundred twenty (120) calendar days.

8.5 Acceptance of Proposals

Each proposal shall be submitted with the understanding that it is subject to the evaluation procedure set forth in Section 9, and to negotiation at the option of CUMTD. Upon acceptance in writing by CUMTD of the final offer to furnish any and all of the services described herein, the parties shall promptly execute the final Contract documents. The written Contract shall bind the proposer to furnish and deliver at the price and in accordance with conditions of said accepted proposal and this Request for Proposals, as negotiated. CUMTD reserves the right to make the award under this RFP based upon the initial proposals submitted.

9. Evaluation

9.1 Evaluation of Proposals

The evaluation of proposals will be based on qualifications, demonstrated competence, relevant experience, and technical response to the RFP. It will be recommended that a Contract be negotiated with the proposer judged to be most outstanding in meeting the overall objectives of the RFP while providing the best value to CUMTD.

9.2 Scoring Criteria

Evaluation of the proposals will be based on scoring of the criteria below:

9.2.1	Project Understanding	30%
9.2.2	Statement of Qualifications and Experience	30%
9.2.3	Work Plan and Technical Approach	40%

9.3 Evaluation Committee

CUMTD reserves the sole right to evaluate and select the successful proposer. The Evaluation Committee will evaluate all proposals in accordance with the criteria set forth in Section 9.2. The Evaluation Committee will score the proposals to develop a short list of qualified proposers. If necessary, CUMTD will invite the short-listed proposers to make an oral presentation to the Evaluation Committee.

9.4 Contract Award

After the completion of oral presentations (if necessary), the Evaluation Committee will make a recommendation for Contract award to CUMTD's Managing Director. The recommendation for selection will be made based on qualifications, demonstrated competence, and technical response to the RFP.

9.5 Contract Negotiations

The highest-rated proposer will be invited to negotiate the final scope of work, schedule, and fees with CUMTD. If negotiations with the highest rated proposal are not successful, CUMTD reserves the right to negotiate with the next best-qualified proposer.

10. Protest Procedures

10.1. Protests

Any protest or objection to the Conditions and Specifications will be submitted for resolution to CUMTD. Each protest must be made in writing and supported by sufficient information to enable the protest to be considered. A protest or objection will not be considered by CUMTD, if it is insufficiently supported or if it is not received within the specified time limits.

All protests based upon restrictive specifications, alleged improprieties, or similar situations prior to proposal opening must be submitted to CUMTD no later than seven (7) calendar days prior to the specified proposal opening date.

Protests arising after the opening of proposals based upon grounds that were known or should have been known will be submitted to CUMTD within five (5) days after notification of the apparent selected proposer. The decision of CUMTD's Protest Review Board is

final. The Protest Review Board will consist of the CUMTD Managing Director or his designee, CUMTD's Director of Market Development, and the Legal Counsel for CUMTD. No further appeals will be considered by CUMTD. The proposer may file a protest with the Federal Transit Administration (FTA) provided that the proposal complies fully with the requirements of FTA circular 4220.1E dated June, 2003.

10.2 Protest Bond

Any proposer wishing to protest the awarding of a contract by CUMTD to another proposer will be required to furnish, at its own expense, a protest bond in the amount of \$1,000.00 before CUMTD will consider the protest. This protest bond will serve as a guarantee by the proposer of the validity and accuracy of the protest. Failure to provide this bond may result in CUMTD denying the bidder's protest. If the Protest Review Board denies the proposer's protest, the bond will be used by CUMTD to recover any costs and damages incurred because of the protest and any resulting delay in the delivery of the deliverables.

The bond will be either a cashier's check or certified check made payable to the CUMTD.

Exhibit A

Scope of Work

Services to be Provided

Tasks and Deliverables

The consultant will be required to perform the tasks described herein, as modified by negotiations.

Tasks to be completed by the consultant in a logical, cost effective manner:

I. Existing Conditions

Deliverable: Report detailing the existing conditions of site selected. This deliverable shall also include a topographic analysis of the site, location of existing utilities, structures, etc...

II. Site Analysis

Deliverable: Document explaining detailed site analysis that will include, but not be limited to:

- storm water management analysis
- utility requirements including existing capacity, recommended routing and extensions
- site planning including child care facility placement, parking lot design for child care facility and adjacent remote parking lot, transit stop and waiting area location, landscaping, and access.
- project planning for future expansion - creating a platform for future development
- CUMTD will add other items for analysis in consultation with the consultant

III. Environmental Assessment

Deliverable: Detailed update to Category 5 Environmental Assessment as required by Federal Transit Administration regulations, and provide said final report.

IV. Child Care Requirements

Deliverable: Document detailing any and all applicable laws and regulations that would apply to the construction and management of a new child care facility. This document should include a proposed square footage of the child care facility; the number of children the facility can accommodate; the age mix of children; the size, location, and requirements for the outdoor playground (square feet); etc...

V. Capital Plan

Deliverable: Construction cost estimate. This document should also provide information on the estimated construction budget including furniture, finishes, fixtures, equipment, site preparation, and costs related to the parking and transit stop construction. The capital plan should call-out the costs for the building and fit-up separately. Fit-up should be delineated between transit oriented and non-transit oriented.

VI. Security

Deliverable: Plan for properly delineating space between transit users and child care facility. Plan should incorporate all security concerns regarding the building and the park and ride structure.

VII. Preliminary A&E

Deliverable: In addition to the preliminary cost estimate, this submission will include the incomplete, but substantially informative drawings, and outline technical specifications for all disciplines (civil, architectural, structural, mechanical, plumbing, and electrical.)

Park and Ride/Child Care at Illinois Terminal



-  Child Care Facility
-  Parking Deck
-  Platform Revisions

0 25 50 100 150 200
Feet