

## PART 1 REQUEST FOR PROPOSALS

**RFP 25-001**

Blue Water Area Transportation Commission (BWATC)  
2021 Lapeer Avenue  
Port Huron, MI 48060  
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BWATC would like to upgrade and replace our existing roof at our main building at 2021 Lapeer Ave. Port Huron MI.

The contract awarded hereunder shall be to **Upgrade and replace the existing roof**. This procurement will be on a competitive negotiation basis and in accordance with the terms and conditions set forth below. Any addendum issued for this RFP will be posted on the BWATC website. Questions must be directed to Lisa Collins, Contract Administrator at [lcollins@bwbus.com](mailto:lcollins@bwbus.com). Answers will be posted on the BWATC website. [bwbus.com](http://bwbus.com)

### 1.1 Contract Documents

Any contract resulting from this solicitation shall include the following, which are incorporated herein:

#### **Advertisement for RFP 25-001**

1.0 - Request for Proposals

FTA - MDOT Required Clause and Certifications, Part 5.0 - General Terms and Conditions,

Part 6.0 – Information for Proposers

Appendix A- Prohibition of Discrimination in State Contracts

BWATC Protest Procedures

Description of Work-

Section 01 1000 Summary

Section 01 2100 Allowances

Section 01 2200 Unit Prices

Section 00 4100 PRICING PROPOSAL - Required Signed Proposed Price and Offer

Section 07 5300 Elastomeric Membrane Roofing

Section 07 5800 Roof Remediation and Repairs

Section 07 6200 Steel Metal Flashing and Trim

Appendix- Drawings-floor plans

Architectural sheet Metal Manual-Figure 4-11

## **1.2 Bonding Requirements and Davis Bacon**

The following bonds are required with this project:

1. Bid bond in the value of 5% of the total proposal price supplied with proposal.
2. Performance bond for 100% of the value of the proposal, furnished after award.
3. Payment bond for 100% of the value of the proposal, furnished after award.

This project is being funded by the Federal Transit Administration and the Michigan Department of Transportation and is subject to the terms and conditions of the Davis-Bacon Act. Prevailing wage requirements are enforced, and the winning proposal will be required to present the U.S. Department of Labor, Wage and Hour Division, OMB Form 1235-0008, as amended, to BWATC for verification on a weekly basis. Prevailing wage rates found at: <https://sam.gov/wage-determination/MI20250098/2>

## **1.3 Brand Names and RFP Modification**

Blue Water Area Transit has specified brands names in its *Description of Alterations Work*. BWATC has no brand preference for materials and does not have any preferences based on the physical location of proposers' geographic location.

BWATC may modify any part of the RFP at any time prior to the contract award, by issuing written addenda.

## **1.4 Payment Schedule**

BWATC will make payment in full within thirty (30) days after acceptance and completion of the project. Contractor's invoice(s) shall be submitted to BWATC, 2021 Lapeer Avenue, Port Huron 48060, and shall include:

Contract Number  
Line-Item number Invoice  
Unit and total prices by line number  
Total invoice amount

## 1.5 Definitions

The following are definitions of specific terms used in this document:

- 1) Procuring Agency – Blue Water Area Transportation Commission
- 2) BWATC - Blue Water Area Transportation Commission
- 3) Description of Alterations Work– The work required by the Contractor to successfully fulfill the requirements of the solicitation. The *Description of Alterations Work* may also be referenced as “the project”.
- 4) Contracting Officer – The person who is executing this contract on behalf of the Procuring Agency and who has complete and final authority except as limited herein.
- 5) Procuring Officer – The person who coordinates and facilitates all communications in regard to this contract on behalf of the Procuring Agency.
- 6) Contractor – The successful proposer who is awarded a contract for providing all materials, equipment and labor described to complete the Description of Work.
- 7) Authorized Signee – The person who is executing this contract on behalf of the proposer/contractor and who is authorized to bind the proposer/contractor.
- 8) Supplier – Any manufacturer, company, or agency providing the Contractor with units, components, or subassemblies for inclusion in the project.
- 9) Work – Any labor, supervision, service, materials, machinery, equipment, tools, supplies, and facilities called for by the contract and project and necessary to the completion thereof.
- 10) Defect – Patent or latent malfunction or failure in manufacture, or application of any component or design subsystem that causes a failure of the components of this upgrade.
- 11) Performance – Performance relates to the Contractor’s ability to meet the following criteria:
  - a . Financial resources to ensure completion of the *Description of Alterations Work*.
  - b . Availability of trained personnel, equipment, and materials to provide adequate, timely completion of the *of Alterations Work*.
  - c . Availability of training materials, and personnel to provide training to BWATC personnel for the maintenance and care of the system.
  - d. Ability to demonstrate a commitment to the longevity of the upgrade of the Existing Roof for an extended period past the completion of the *Description of Alterations Work*.
- 12) Pricing Proposal – Proposer’s properly sealed and identified proposal addressing the proposed cost of the upgrades required and option of parts offered in compliance with the *Description of Alterations Work*, including all amendments.
- 13) Competitive Negotiation – The type of FTA approved contracting instrument employed in this procurement. Proposals are solicited from a number of prospective proposers. After initial evaluation, BWATC may negotiate with those proposers falling within a

competitive range and those proposers may be requested to submit a best and final offer, which is again evaluated, before contract award.

- 14) Competitive Range – The range in which all proposals have a reasonable opportunity of being selected for award, after initial evaluation. Competitive negotiation refers to both price and technical capability.

## 1.6 Proposal Requirements

Sealed proposals and required forms and information as specified in the contract documents, **one printed original and one digital copy on USB Drive,** will be received at 2021 Lapeer Ave., Port Huron, MI. 48060, up to and including 2:00 PM local time of April 25, 2025. All labor, equipment, and materials shall be furnished in strict accordance with the delivery schedule and conditions of the contract documents.

## 1.7 Pricing Schedule

The Contractor shall execute FORM 00-4100– PRICING PROPOSAL. The Contractor shall be liable for payment of all taxes applicable to the project as delivered and should add these amounts to the proposal price.

We are requesting firm fixed prices based on **Upgrading and replacing BWATC's existing roof**. The total firm fixed price to complete the project must at least account for the following:

1. Preparation/removal of existing roof for upgrade.
2. Replacement of existing roof where proposed upgrade.
3. Cleanup at the end of each day, if not performed throughout each day.
4. Cleanup and disposal of waste materials at the end of the project.
5. Total cost for complete upgrade at prevailing wages.
6. Schedule of planned preventative maintenance actions that must be completed by outside vendors due to the fact the complexity of the maintenance will be beyond BWATC staff qualifications.

**NOTE: Proposers must submit a completed FORM 00-4100 – PRICING PROPOSAL to be considered responsive.**

## 1.8 Proposer Review Procedures

This section establishes procedures for proposers to seek review of the Upgrade and Replacement of Existing Roof Description of Alterations Work and other addenda.

**Please note that brand names are listed for the express purpose of describing the salient characteristics of the requested items and does not indicate a brand preference by BWATC**

Blue Water Area Transit Consulting Firm is familiar with Roofing materials; therefore, proposals shall have sufficient data, test results, or other pertinent information submitted with the proposal as evidence that the materials being offered are in compliance with the Description of Alterations Work.

BWATC may modify any part of the RFP at any time prior to the contract award, by issuing written addenda.

## 1.9 Competitive Negotiation Procurement

- A. Contract award shall be made to that proposer whose proposal, conforming to the solicitation, will be most advantageous to BWATC in terms of all the evaluation criteria listed in Section 1.11. BWATC will be awarding to the proposer that offers BWATC the best value, and as such may award to other than the lowest price proposer.
- B. The competitive negotiation process employed by BWATC for this procurement is outlined below:

Proposers submit their completed proposals, including pricing and required forms and certifications, up to and including 2:00 PM EST on April 25, 2025. Incomplete proposals will be deemed non-responsive.

1. Proposals are privately opened and reviewed by BWATC'S Evaluation Committee. Proposals are first reviewed to determine compliance (responsiveness) to the request for proposals.
2. Proposals found to be responsive are then evaluated by the committee based on the evaluation criteria listed in Section 1.11. This step will be completed within Fourteen (14) calendar days of the proposal submittal deadline (April 25, 2025).
3. The committee shall decide to recommend a contract award at that point, to negotiate with compliant proposers to be within competitive range, or to reject all proposals in the best interests of the COMISSION. The competitive range includes all proposals which

have a reasonable chance of being selected for an award. If it is decided to award a contract during this step, the award will be within fourteen (14) calendar days of the initial evaluation.

4. If negotiations are employed, all proposals within the competitive range are formally notified in writing. Negotiations shall be conducted as outlined in the negotiation section below. Following negotiations, proposers may modify their original proposal and shall submit a “best and final offer” by a specified closing date.
  5. Recommendation to the General Manager will be made available for public information. Proprietary information will be respected within legal constraints. BWATC does not undertake any responsibility for public disclosures of proprietary or confidential material. Any proposer seeking confidentiality shall clearly specify the material and request its return after the contract has been awarded.
- C. BWATC intends to notify a proposer whose proposal falls outside the competitive range.
- D. Proposals may be modified or withdrawn up to the proposal submission date by all proposers, and up to the close of negotiations by all proposers within the competitive range. This may be accomplished by the proposer’s authorized representative in person, or by written or telecommunicated notice. After the close of negotiations proposals may not be withdrawn for ninety (90) calendar days.

## **1.10 Negotiation**

- A. BWATC will negotiate with all proposers within the competitive range if it is deemed by the evaluation committee that this option should be pursued. BWATC reserves the right to award a contract without requesting a final offer. If negotiations are pursued, the extent of the negotiations will vary with the quality of the proposals. The committee or its designed representative (s) may conduct separate negotiations with individual proposers by meetings, telephone conversations, and / or written correspondence.
- B. The committee may request, as part of its evaluations. That an inspection of a previously completed project be arranged for the committee’s inspection.
- C. In the course of negotiations, BWATC will attempt to advise each proposer of all weaknesses, deficiencies, or excesses in their proposal, without discussing evaluative and price comparisons among competing proposers.
- D. During negotiations, BWATC will notify all proposers within the competitive range, in writing, of the time at which negotiations will close. This shall also be the time by which Best and Final offers must be received by BWATC. BWATC will treat written revisions to proposals received after the close of negotiations in the same manner as late proposals.

- E. The Best and Final offer, if requested, shall be submitted in duplicate and shall contain only those items within the proposer's proposal that have changed as a result of negotiations and upon which the proposals desire their Best and Final offer to be based. The Best and final offer shall include a completely new Best and Final pricing page.

### **1.11 Evaluation Criteria**

BWATC'S evaluation committee will employ the following criteria in evaluating proposals. The order in which they are listed indicates the relative weight of importance assigned to each criterion.

1. Proposed Equipment, Hardware
2. Past project references
3. Ability to meet proposed schedule
4. Price

Blue Water Area Transit reserves the right to award to other than the lowest price proposal and to modify the original scoring on non-price criteria based on the results of an interview.

### **1.12 Notice to Unsuccessful Proposers**

BWATC will inform, upon request, of unsuccessful proposals that were within the competitive range of the following information after contract award:

1. The names of all proposers.
2. The names and address of the successful proposer
3. The contracted price.

BWATC'S failure to provide this notice shall not be deemed to affect the validity of the contract.

### **1.13 Cost Analysis**

After selection of the proposers who fall within the competitive range, BWATC may, at any time, request cost data from these proposers for the purpose of conducting a comprehensive cost analysis. Each proposer submitting cost data must do so on the form provided by BWATC, or, if BWATC provides no form, in a mutually agreeable format. Allowability of proposer's costs will be determined in accordance with the Federal Acquisition Regulations.

## **1.14 Proposal Preparation**

Each offer to this solicitation shall be made only on the forms provided, where appropriate. All blank spaces shall be filled in and no changes shall be made in the wording unless specific written permission is received from the Procuring Agency.

The proposers shall submit their proposals in a sealed and identified package. Each proposal package shall be marked with the name and address of the proposer, the name and address of the procuring agency, and the request for proposals number.

The proposal shall be identified as follows:

### **“Upgrade and Replacement of Existing Roof - RFP 25-001”**

The proposal package shall contain the following information and it shall be listed in the package in the same order as given below. **Exclusion of any of the required information may result in the proposal being deemed non-responsive.**

1. Proposed price and signed offer – Section 00 4100 PRICING PROPOSAL
2. Signed “Buy America” certificate – MDOT Form
3. Signed DBE Certification – Form 3.7
4. Signed EEO Certification – Form 3.8
5. Certificate of Lobbying Activities – MDOT Form
6. Government-Wide Debarment and Suspension -MDOT Form
7. Signed Agreement with applicable FTA Clauses – Form 4.0
8. Amendment acknowledgment (if applicable)
9. References relating to past successful projects of this nature

Following this list of required information, the proposal shall also include any additional information the vendor wishes to include to better describe the advantages of their proposal. Samples and examples may also be included to fully explain each proposer's qualifications.

Proposals received after the proposal submission date and time shall be returned unopened to the submitting proposer.

### **1.15 Ordering**

- a) All BWATC issued purchase orders are subject to the terms and conditions of this contract. In the event of conflict between a purchase order and this contract, the contract shall control.
- b) If mailed, a purchase order is considered “issued” when BWATC deposits the order the mail. BWATC issued purchase orders must be written and may be delivered by hand, mail, or email.

### **1.16 Discrimination in Contracting**

Any firm proposing on this RFP agrees, as a condition of any contract entered into because of this solicitation, that they agree with and will abide by all the terms as stated in Appendix A, Prohibition of Discrimination in State Contracts.

### **1.17 Pre-Proposal Meeting**

A pre-proposal meeting with interested parties will be held the week prior to the proposal due date. The meeting is scheduled for April 15, 2025, at 11:00 AM EDT. Inspection of the areas specified for Roof upgrade will follow the meeting. Written questions may be submitted prior to the pre-proposal meeting that will be answered and shared at the meeting and posted on the BWATC website. Questions submitted after the pro-proposal meeting will be posted, with answers, on the BWATC website where possible.

Location of Meeting; BWATC, 2021 Lapeer Ave, Port Huron MI 48060