REQUEST FOR QUALIFICATIONS
A/E SERVICES

EVALUATION OF TRANSPORTATION CENTER OPTIONS
for
THUNDER BAY TRANSPORTATION AUTHORITY

December 2010
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for
THUNDER BAY TRANSPORTATION AUTHORITY

INVITATION

Thunder Bay Transportation Authority (TBTA), Alpena, MI, invites all registered and licensed Architectural/Engineering firms with experience in the design of public transportation centers, to submit qualifications for the evaluation of Transportation Center options for TBTA.

SUBMISSION DEADLINE

Qualifications must be received on or before 2:00 pm on January 14, 2011. All submittals shall be delivered in a sealed package clearly labeled “SEALED REQUESTS FOR QUALIFICATIONS – A/E SERVICES – Transportation Center Evaluation – January 14, 2011”. Each packet shall contain five (5) hard copies and one (1) electronic copy of the submittal.

All qualifications shall be submitted to TBTA’s Office at the following address:

TBTA
Billi Edmonds, General Manager
3020 US-23 South
Alpena, MI  49707

All qualifications received shall become the property of TBTA. Qualifications received after the submission deadline shall be returned unopened. TBTA reserves the right to reject any and all qualifications and to waive irregularities in the qualifications and to accept any proposal, which in the opinion of TBTA may be the most advantageous to TBTA.

WITHDRAWALS/MODIFICATIONS

Qualifications withdrawn must be done in writing prior to the submission deadline. Modifications must also be made in writing and received prior to the submission deadline.

BACKGROUND

TBTA is a Public Transportation Authority established in 2006 from the merger of Thunder Bay Transportation Corporation and the City of Alpena Dial-A-Ride Transportation (DART) system. The predecessor organizations had operated in the community since 1982 and 1974 respectively. The Authority’s service area comprises Alpena, Alcona and Montmorency Counties in Northeast
Lower Michigan. The Authority also services the south half of Presque Isle County through an inter-local agreement. A 7-member board oversees the operation of the Authority and meets on a monthly basis.

The system consists of 33 buses and 4 vans and serves approximately 125,000 riders per year. In 2011, TBTA will receive four (4) 28-foot, 30-passenger hybrid electric/diesel buses with charging stations via a federally funded TIGGER grant. These will be utilized in conjunction with planned fixed routes within the Alpena urbanized area.

Prell’s Services employs 58 personnel to operate the transportation system, as well as maintain the vehicle fleet, via a third party contract with TBTA, which include:

- Drivers 19 full-time
  7 part-time
- Aides/Sub-aides 13
- Dispatchers 5
- Mechanics 3
- Building Maint. 1
- Bus Washing 3
- Administrative staff 7

TBTA has been at the forefront in utilization of new technology and innovative procedures and processes that result in greater efficiencies and cost savings to the system, while at the same time enhancing the quality and reliability of its service to its customers.

SERVICES TO BE PERFORMED

As part of its desire to ensure the long-term sustainability of the organization, TBTA in the near future intends to own and operate its own transportation center. The facility must be located within either the City of Alpena or Alpena Township. This will be by either:

- Purchase, renovation and expansion of the current leased facility,
- Purchase and renovation of another existing facility within the target area,
- Purchase of vacant land and construction of a new transportation center within the target area.

To assist in this endeavor, TBTA shall require the following services of the selected consultant:

A. Facility/Site Evaluation Options

1. An operational review of the existing facility relative to current and future TBTA service operations including any and all upgrades, renovations and expansions of the building and site.
2. Evaluation of at least two (2) existing buildings and sites within the target area suitable for adaptive reuse as a new TBTA transportation center.
3. Evaluation of at least two (2) vacant sites within the target area suitable for development of a new TBTA transportation center.

B. Evaluation Requirements

1. Preparation of a written summation of the pros and cons of each option including:
   a. Location, visibility and access comparisons.
   b. Required renovations, expansions or demolitions of existing buildings.
   c. Construction of new facility.
   d. Necessary modifications or new site development including parking, landscaping, security fencing, lighting, etc.
   e. Cost estimate for each option.
   f. Time line for implementation of each option.
   g. Funding sources.
   h. Other information necessary for a complete evaluation and comparison of each option.

2. Recommendation ranking the various options from most to least desirable.

3. Preparation of a conceptual site plan illustrating how the renovated or new facility (building and site) could be developed on the site.

4. Preparation of a conceptual building layout for each option.

EXISTING FACILITY

TBTA leases its current operations facility from Prell’s Services, its third party Contractor. The site is located at 3020 US 23 South in Alpena Township, approximately 0.9 mile south of the City of Alpena. The current site consists of 4.73 +/- acres, with an additional 11 acres available for expansion. The property is zoned B-2, General Business, which may require Special Land Use approval. The additional undeveloped acreage is currently zoned R-1 and will require a rezoning to facilitate any new development.

Existing Building
The current building consists of 30,400 square feet including 9,140 square feet of office area, a portion of which is rented to outside tenants, and 21,260 square feet of shop/storage area. Additionally, there is a separate 2,300 square foot cold storage building.

Existing Site Development
Paved parking for employees, tenants and visitors is located along the two paved driveways on either side of the building. A gravel storage/parking area is located at the rear of the building for the overnight parking of most of the system’s buses. No fueling facilities are located on the property.

FUTURE FACILITY NEEDS
Any renovated, modified or new transportation center shall contain the following design elements and sufficient room to accommodate growth:

- **Administrative office portion with:**
  - an open office area (min. 5 work stations)
  - private employee offices (4-6)
  - employee kitchen
  - break room and locker area (25-30 people)
  - conference room (30-40 people)
  - reception area
  - computer server & storage room
  - adequate bathroom facilities including a public access restroom
  - dispatching center (2-4 people)

- **Vehicle maintenance area with:**
  - four (4) maintenance bays
  - storage rooms for tools, parts, tires and fluids
  - office area (1 room)
  - wash bay
  - adequate bathroom facilities
  - space for possible future body shop including painting booth

- **Interior vehicle storage area sufficient to house the current fleet plus expansion (45-50) in a heated environment, including the hybrid buses and charging stations.**

- **Site Development**
  - paved parking sufficient for staff, board members, tenants and visitors
  - overflow and temporary outside parking for buses
  - security fencing
  - possible on-site fueling station (gasoline and diesel)
  - lighting
  - signage
  - landscaping

**STATEMENTS OF QUALIFICATIONS**

All qualifications submitted shall include the following information:

1. A list of similar transportation evaluation projects that the Architectural/Engineering firm has conducted along with a reference list including contacts.

2. A project approach plan. An explanation of how your firm has developed an approach plan on similar projects. A description of services to be provided for each task of the project, an indication whether the work shall be performed by in-house staff or a contracted service, and the name of the firm or individual proposed for any
contracted services. Names and resumes of each person that would be assigned to this project.

3. A list of any specialized activities or services required or recommended for completion of the project, either directly or as a hired service, under this proposal.

4. A project staffing and implementation schedule for each task and the project as a whole including meetings with TBTA staff and Board sub-committee. The schedule shall include hourly rates for all in-house labor, equipment rentals, and contracted services.

SUPPLEMENTAL INFORMATION

A. The Consultant will coordinate with local government representatives in addition to local real estate representative(s) to determine if any other sites are available and feasible. The selected consultant will be expected to work with the TBTA Board sub-committee to determine criteria for site selection.

B. The Consultant is encouraged to incorporate other non-profit or community service agencies, as well as other private transportation entities (cab services, long haul bus services, charter bus services, etc.) that will compliment the services provided by the Transportation Center. If practical, it is the goal of TBTA for the new Transportation Center be more than just a single user facility.

C. By way of this RFQ, TBTA is seeking professional architectural/engineering (A/E) services to complete a site selection process.

PROJECT TIMETABLE

It is the intent of TBTA to proceed towards implementation of this project upon TBTA Board approval and securing the necessary funding. All submittals will be reviewed in January 2011. A review committee will interview the top two or three firms. The review committee will make a recommendation to the TBTA Board for the award of a design services contract at its February 28, 2011 meeting.

PROSPECTIVE SITE VISIT

Any prospective firm may visit the current facility of TBTA in order to familiarize themselves with the proposed project and current operations, by contacting the above office before the submission deadline.

OWNERS RIGHTS

TBTA reserves the right to accept or reject any statements of qualifications and/or proposals submitted pursuant to this invitation. Acceptance of a statement of qualification shall place
TBTA under no obligation to proceed with any work until such time as a formal contract has been entered into.

TRANSMITTALS

Included with this invitation are the following items for use in preparing a statement of qualifications:

1. Location map of current facility (attachment #1)
2. Site plan of current facility (attachment #2)
3. Map of TBTA service area (attachment #3)
4. List of TBTA vehicles housed and/or maintained at the existing facility (attachment #4)

REQUESTS FOR INFORMATION & QUESTIONS

All requests for information or additional questions shall be directed to:

TBTA,
Attn: Billi Edmonds
3020 US-23 South
Alpena, MI 49707
989-354-2487
EdmondsB@PrellsServices.com

All interested parties are requested to submit their contact information, including e-mail address, to facilitate the development of a distribution list to provide for the timely and accurate dissemination of new or modified information to all interested parties. All questions must be submitted no later than December 30, 2010 to provide sufficient time to respond to all parties prior to January 14, 2011. Responses shall be by e-mail only.
REQUESTS FOR QUALIFICATIONS – A/E SERVICES

TBTA Transportation Center Evaluation

Thunder Bay Transportation Authority (TBTA) will receive sealed “Requests for Qualifications – A/E Services” in the office of TBTA, 3020 US-23 South, Alpena, Michigan, 49707, until 2:00 p.m., January 14, 2011, for the evaluation of facility options for a permanent TBTA Transportation Center.

Full RFQ is available at the office of TBTA or by e-mail at EdmondsB@PrellsServices.com.

TBTA reserves the right to reject any and all statements, waive irregularities in the statements and accept any statement, which, in the opinion of TBTA, may be most advantageous to TBTA.


If you have any questions, please contact Billi Edmonds, General Manager at (989) 354-2487.

TBTA

By: Billi Edmonds
    General Manager

Note Not For Publication

Publish as a Certified Ad under “Request for Qualifications, TBTA Transportation Center Evaluation” on December 8 and 10, 2010.
ADDENDUM TO REQUEST FOR QUALIFICATIONS –
A/E SERVICES

ADDENDUM #1 – Section “Statements of Qualifications”:

Section below is added to the original RFQ – A/E Services (page 6) that reads “All qualifications submitted shall include the following information”:

5. A list of all transportation projects that the Architectural/Engineering firm has completed with MDOT and/or FTA. Please include any experience with MDOT/FTA’s procurement policy & procedures, including contract payment procedures.

Addendum Date: December 13, 2010
ADDENDUM TO REQUEST FOR QUALIFICATIONS –
A/E SERVICES

ADDENDUM #2 – Response to Questions as of 12-17-2010:

1. It is our understanding that in order to be in compliant with the Brooks Act, any cost information is precluded from being included in the Technical Proposal, this means that hourly rates must be in a separately sealed envelope.
   Answer: This is correct. A separate sealed envelope with rates will need to be included. But keep in mind that TBTA is funding this project, not MDOT (see below).

2. Will FTA allow you to renovate and expand a facility that you lease?
   Answer: No, FTA/MDOT will not allow us to renovate a facility that we lease. Hence the provision in the RFQ that states that TBTA would need to purchase the current leased facility, purchase another facility or build new.

3. Have you already considered other sites? Maybe the Industrial Park north of town?
   Answer: TBTA is relying on the A&E Firm to provide alternate sites to TBTA. We have looked in general.

4. Are you looking to house the operations and vehicles of a cab service, long-haul provider, charter bus service etc? If so you did not specifically list so in the program space allocations.
   Answer: It is the intention of TBTA to partner with other community agencies wherever possible. This was mentioned in the “supplemental information – item B” but not specifically identified in the “space allocations” because we do not have specifics yet. It was something that we want the A&E firm to evaluate and recommend if a facility can or cannot accommodate that growth opportunity.

5. On page 6, under Project Timetable is the site evaluation project proceeding subject to securing additional funding? Or has funding been secured for this effort? Also, once a site is selected and a concept plan and budget approved is it your plan to develop the plans, bid and build the project with the Architect/Engineer or will you have to wait for additional funding?
   Answer: At this time, TBTA has not secured funding for this project. TBTA will be requested capital funding for the Fiscal Year 2011 and future years. TBTA does plan to move forward with developing the plans, bid and build the project with an A&E firm as well as a Construction Manager, but both will need to go through another RFQ process, according to MDOT/FTA procurement policies.

6. How much funding has been allocated for this project to date?
   Answer: TBTA has allocated funds out of its own general fund balance for this phase of the process. It does not have a MDOT/FTA contract to cover this portion. TBTA will secure future funding for the design & build phase of this project based on the recommendations provided in this RFQ.
ADDENDUM TO REQUEST FOR QUALIFICATIONS –
A/E SERVICES

ADDENDUM #3 – Response to Questions as of 12-30-2010

1. What is the schedule of completion on this project?
   Answer: TBTA would like this project completed as soon as possible in order to secure the necessary funding to proceed with the project. Currently, TBTA does not have any specific contracts allocated with this project, so there are no pre-determined contract deadlines.

2. Does TBTA have a specific real estate agent that they are using?
   Answer: TBTA does not have a specific real estate agent in mind. TBTA is open to all options.
Zoning: B-2

4.7 ac

Request for Qualifications
A/E Services
Attachment #2 –
Site plan of current facility
Thunder Bay Transportation Authority

3020 US 23 South,
Alpena, MI 49707
Phone: 989-354-2487
Fax: 989-358-9001
E-mail: edmond@prellsservices.com

System Profile
Thunder Bay Transportation Authority is formed of the City of Alpena, Alcona, and Montmorency counties. Formed in 2006 to deliver the service formally provided by the Thunderbay Transportation Corporation.

System Characteristics
Days/Hours of Operations:
- M-TH 7:00 a.m. - 7:00 p.m.
- F 7:00 a.m. - 9:00 p.m.
- SAT 8:00 a.m. - 7:00 p.m.
- SUN 9:00 a.m. - 6:00 p.m.

Total vehicles: 33
Lift-equipped vehicles: 31
Population Served: 51,411 (Alpena, Alcona & Montmorency counties)
Employees: 55

FY 2009 System Data
Miles: 683,551
Vehicle Hours: 35,793
Passengers: 118,062
Total Eligible Expenses: $2,169,326

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Request for Qualifications
A/E Services
Attachment #3 – TBTA Service Area Map
<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dodge Caravan/Mini-vans</td>
<td>4</td>
</tr>
<tr>
<td>22' Small Cut-away Buses</td>
<td>2</td>
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<tr>
<td>26' Medium Duty Cut-away Buses</td>
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<tr>
<td>29' Medium Duty Cut-away Buses</td>
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