

Thunder Bay Transportation Authority

REQUEST FOR PROPOSAL ROOF

REPLACEMENT & INTERIOR

RENOVATION

Sealed proposals will be received at the offices of the Thunder Bay Transportation Authority at 3859 U. S. Highway 23, N. Alpena, MI, 49707 until **1:00 PM, Local Time, on Monday, March 24, 2025**, at which time and place said proposals shall be due for the following item:

Thunder Bay Transportation Roof Replacement & Interior
Renovations
3859 U.S. Highway 23, N. Alpena, MI 49707

All offers must use the proposal forms provided in the procurement package, which may be acquired from the Purchasing department at the above address.

TBTA reserves the right to reject any or all proposals for sound documented business reasons, waive any defects or irregularities, and to accept the proposal which is most advantageous to Thunder Bay Transportation Authority.

Minority owned and Female owned firms are encouraged to respond to this Proposal solicitation.

INSTRUCTIONS AND CONDITIONS FOR PROPOSAL SUBMITTAL

PROPOSAL “ROOF REPLACEMENT & INTERIOR RENOVATIONS”

PROPOSAL SUBMITTAL AND DUE DATE

All envelopes must be sealed and marked "Request for Proposal - ROOF REDESIGN/REPAIR" The T.B.T.A. is not responsible for any proposal not marked as such.

Return proposal to:

Thunder Bay Transportation Roof Redesign/Repair
3859 U.S. Highway 23, N. Alpena, MI 49707

Qualifications & fee proposals will be received from general contractors for all work shown on plans & specifications. The deadline for submitting proposal is **1:00 PM** Local Time, on **Monday, March 24, 2025**, at which time proposals will be opened in public. Proposals received after that time will not be considered for award or opened.

FAXED PROPOSALS ARE NOT ACCEPTABLE.

PROJECT SCHEDULE

The following schedule represents T.B.T.A.'s commitment to expedite this procurement.

Monday, February 24, 2025

RFPs notice mailed to potential offerors. RFP Advertised on web site,

Tuesday, March 4, 2025

Pre-Proposal Meeting and site walk through 11:00 AM. ****SEE NOTE BELOW****

Thursday, March 13, 2025

Deadline for potential offerors to request for Approved Equals and/or Clarification of Specifications to T.B.T.A.

Tuesday, March 18, 2025	Deadline for T.B.T.A.'s response to request for Approved Equals and Clarification of Specifications.
Monday, March 24, 2025	Proposals Due (<i>Not open to the public</i>)- 1:00PM.
Friday, March 27, 2025	Recommendation for contract award presented to T.B.T.A.'s Board of Directors for approval or disapproval.
March 28, 2025	Winner Notified

*** Optional Pre-Proposal Meeting will be held at the Thunder Bay Transportation Authority located at 3859 U.S. Highway 23, N. Alpena, MI 49707 @ **11:00 a.m. on Tuesday, March 4, 2025.**

The T.B.T.A. and the successful proposer shall mutually agree when it is necessary to make changes in, additions to, or deductions from the work performed or the material to be furnished, pursuant to the provisions of the contract documents.

In addition, the owner requires that all general contractors, considering or intending to submit their qualifications and fee, fill out and submit Exhibit 1 (Registration Form) to the email provided on the form by **March 5, 2025** in order to be considered as a bidder and ensure all documents are communicated properly.

STATEMENT OF NO PROPOSAL

NOTE: if you do not intend to make a proposal on this item, please detach and return this form immediately.

Purchasing Department, TBTA
3859 U.S. Highway 23, N.
Alpena, MI 49707

We, the undersigned, have declined to make a proposal on your proposal .(PROPOSAL 2024-06), (CBS Project) for the following reason(s):

_____ Specifications too restrictive, i.e., geared toward one brand or manufacturer only (explain below) Insufficient time to respond to the Request Date Received: ___

_____ We do not offer this product or service

_____ Our schedule would not permit us to perform

_____ Unable to meet specifications

_____ Unable to meet bond requirement

_____ Specifications unclear (explain below)

_____ Unable to meet insurance requirements

_____ Remove us from your Vendor list altogether

_____ Other (specify below)

REMARKS:.....

Business Name:.....

Signature: _____

Telephone: _____

Date: _____

PART I

1. NO CONDITIONAL PROPOSALS

This Request for Proposals calls for proposals that are responsive to the plans and specifications, which are attached hereto and incorporated herein as "Bidding Documents". Conditional proposals, or those which take exception to the specifications, will be considered non-responsive and will be rejected unless specific approval from TBTA is requested in writing by at least 10 days prior to proposal due date. All other eligible proposers or offerors are to be notified of any approved exceptions to the specifications.

2. APPROVED EQUALS AND DEVIATIONS FROM SPECIFICATIONS:

If the offeror or proposer proposes to submit a proposal containing "approved equals" or "deviations" from the specific requirements of these specifications, the offeror or proposer must obtain such approval, confirmed in writing, prior to the date of proposal opening.

Requests for "approved equals" and clarification must be received by the TBTA in writing no less than 10 days before date of proposal opening. Any request for approved equal must be fully supported with technical data, test results or other pertinent information as evidence that the substitute offered is equal to, or better than, the specification requirements. Any unapproved deviations, exceptions, substitutions, alternates, or conditional qualifications contained in a proposal may be cause for its rejection.

The TBTA reserves the right to postpone the proposal opening or receipt of proposals for sound, documentable, business reasons.

Changes to the specifications will be made by addendum only and issued by the TBTA's Purchasing Agent in writing.

Prime Contractors and subcontractors may make appointments to discuss project specifications. This, however, does not relieve them from providing written documented requests.

Request for approved equal (if required) or clarification of specifications by a proposer or offeror must be received in writing by the TBTA's Purchasing Agent not less than ten (10) working days before the date of the scheduled proposal opening or closing date for receipt of proposals. All requests for approved equals or clarification of specifications should be addressed to:

ATTN: Purchasing Agent
Thunder Bay Transportation Authority
3859 U.S. Highway 23, N.
Alpena , MI 49707

The TBTA's Purchasing Agent shall reply to all requests for approved equals or clarification of specifications within eight (8) days after receipt of the request. A copy of the response shall be sent to the requestor and all contractors and subcontractors who requested a copy of the original solicitation and will be posted on thunderbaytransportation.com, and Spicergroup.com.

3. WRITTEN PROTEST PROCEDURE

Contractors wishing to protest procurement decisions or processes must submit the protest in writing to the General Manager at the Thunder Bay Transportation Authority, 3859 US -23 North Alpena, MI 49707. Protests about solicitation specifications or processes must be received 10 business days before the solicitation due date. Protests received after the due date, but before award must be received before 5 business days after the due date. Post award protests must be received by the Thunder Bay Transportation Authority no later than 5 business days after the award decision.

The protester must qualify as an “interested party” in the procurement. An “interested party” is an actual or prospective bidder or offeror whose direct economic interest would be affected by the award or failure to award the procurement at issue.

The written protest must identify the protesting party, clearly define the decision or process being protested and the reason(s) for the protest and relief desired of the Thunder Bay Transportation Authority’s procurement award.

The Thunder Bay Transportation Authority reserves the right to not accept solicitations, postpone or extend the solicitation due date, cancel any award or re-solicit based on the protest received. The Thunder Bay Transportation Authority’s General Manager or her/his designee will review the written protest and provide a written decision to the protestor within 10 business days of receiving the protest.

The protestor can appeal the Thunder Bay Transportation Authority’s General Manager’s or her/his designee’s decision to Thunder Bay Transportation Authority Board. That appeal must be filed with the Thunder Bay Transportation Authority General Manager or her/his designee within 5 business days of the general manager’s or her/his designee’s decision. The Thunder Bay Transportation Authority Board’s decision on the appeal will be final.

4. BONDING REQUIREMENTS

- a. A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

- b. A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of

all contractor's obligations under such contract.

- c. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bon" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

5. SUBCONTRACTORS

A list of all intended subcontractors must be provided within your proposal and should include contact information for them.

6. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn upon written request received by TBTA prior to the time fixed for proposal due date. No proposal may be withdrawn for a period of ninety (90) days after the time set herein for due date.

7. PROPOSAL ACCEPTANCE OR REJECTION:

TBTA reserves the right to accept any proposals, or to reject any or all proposals or postpone due date or to contract on such basis as TBTA deems to be in its best interest.

8. BASIS OF AWARD:

See Part II Section 6. PROPOSED SELECTION PROCESS

9. SINGLE PROPOSAL

In the event a single proposal, TBTA will conduct a price and/or cost analysis of the proposal. A price analysis is the process of examining the proposal and evaluating the separate cost elements. It should be recognized that a price analysis, through comparison with other similar procurements, must be based on an established or competitive price of the elements used in the comparison.

The comparison must be made to a purchase of similar quantity and quality, involving similar specifications. Where a difference exists, a detailed analysis must be made of this difference and costs attached thereto.

Where it is impossible to obtain a valid price analysis, it may be necessary for TBTA to conduct a cost analysis of the price.

10 LIMITATIONS:

This Request for Proposals ("RFP") does not commit TBTA to award a contract, to pay any cost incurred in the preparation of a proposal to this RFP, to negotiate with all qualified proposers or

offerors, or to preclude TBTA from canceling, in part or in its entirety, this RFP if it is in the best interest of TBTA.

11 NOTICE OF AWARD:

Each proposal will be submitted with the understanding that acceptance in writing by TBTA via a signed Notice of Award shall provide the contractor with legal notice that their proposal has been accepted and that they may begin construction preparations while the contracts are being finalized.

12 WRITTEN AGREEMENT:

Upon acceptance by TBTA of a proposal, a contract will be awarded for furnishing the items described in the proposal in strict conformity with the specifications, these instructions, and the contract proposal. **After the execution of the written agreement**, a "Notice to Proceed" will be issued by TBTA for the services.

13 CONTRACT DOCUMENTS:

Contract terms will be based on the AIA Document AIA A101-2017 Standard Form of Agreement between the Owner and Contractor where the basis of payment is a Stipulated Sum.

14 PROPOSAL DISCLOSURE:

All information on a submitter's proposal, except proprietary financial information and responsibility, is subject to disclosure under the provisions of Public Act NO. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto.

Proposals may be inspected at the office of the Purchasing Agent after award is completed. Inspections will be during office hours and within specified time limits as directed by the Purchasing Agent.

Information available for inspection shall include the tabulated price proposals and copies of the proposal documents subject to the exceptions listed above and proprietary legal constraints.

**THUNDER BAY TRANSPORTATION
AUTHORITY
BUILDING COMMITTEE**

**REQUEST FOR PROPOSAL
FOR CONSTRUCTION SERVICES**

**FOR THUNDER BAY TRANSPORTATION AUTHORITY
ROOF REPLACEMENT & INTERIOR RENOVATIONS
ALPENA, MI
PART II**

1. INTRODUCTION

The Building Committee for Thunder Bay Transportation Authority is issuing this Request for Proposal (RFP) for a Construction Firm as General Contractor for Services from qualified firms for re-roof/and Interior Renovations and will be responsible for the overall delivery of the project. The Construction Firm will work with TBTA, TBTA's architect Spicer Group. Time is of the essence as this project must be completed to prevent further damage to the structure.

2. PROJECT DESCRIPTION

2.1. Scope of Work

The installation of a new metal standing seam roof over the existing standing seam roof using standoff framing and additional fiberglass batt insulation, new steel gutters and downspouts. Additionally, Addition of new canopies over doors, work to repair damaged ceiling tiles, walls, insulation and flooring from water leak damage. Bid, payment and performance bonding will be required.

2.2. Schedule

The selected Construction Firm will manage and complete this project within the defined schedule. See Part I for the schedule.

2.3. Federal Clauses that apply to this proposal

- Proposers shall read and agree to the Federal Contract Clause Construction More than \$250,000 See attached
- Davis-Bacon Prevailing Wage Requirements and Certified Payrolls must be submitted weekly. The current Construction Type: Building, wage determination for Alpena County is attached to the RFP

3. CONTRACT

Contract terms will be based on the AIA Document AIA A101-2017 Standard Form of Agreement between the Owner and the Contractor where the basis of payment is a stipulated sum. The Agreement will have to be approved by the Michigan Department of Transportation

4. INSURANCE AND BONDING

Refer to Bonding Requirements in Part I

5. SCOPE OF SERVICES

The contractor will provide roofing renovations and interior renovations per the attached plans and specifications.

- Post-Construction Services
 - Assist in reviewing and preparing all close-out documents including warranties, operating and maintenance manuals.
 - Monitor and follow up on any warranty issues throughout the one-year warranty period.

6. PROPOSED SELECTION PROCESS

The Owner will be selecting the Construction Firm through a Proposal and optional interview process. The proposed schedule for the Proposal' review, notification, and interview is as follows:

- RFP Issued: 2/24/25
- Pre-Proposal Conference (11:00 a.m. EST): 3/4/25
- Questions Deadline (5:00 PM EST): 3/13/25
- Proposals Due (1:00 PM EST): 3/24/25
- Board Meeting and Proposal Approval: 3/27/25

The Owner reserves the right to reject all proposals and re-solicit for new proposals and temporarily or permanently abandon the Project. The Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

7. PROPOSAL FORMAT

The Firm's proposal shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward and concise description as possible. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.

Proposal materials must be enclosed in a sealed envelope (box or container) addressed to the Point of Contact person (See Section 13). The package must clearly identify the submittal deadline and a label stating, TBTA Roof Replacement & Interior Renovations and the name and return address of the respondent.

- The proposal page limit will be Four pages maximum, including executive summary/cover letter, and fee summary.
- Submit seven (7) identical printed copies and one (1) digital copy of the proposal. The Digital copy must be in pdf format and the file size must be 20 MB or less.
- All proposals must be formatted to 8.5” x 11” sheet size, and portrait or landscape orientation. The PDF shall be exported as single pages (not spreads) to facilitate easier viewing and printing.
- Late received Proposals will be returned to the respondent unopened.
- Failure to comply with all the requirements contained in this Request for Proposals may result in the rejection of the Proposal.
- Properly submitted Proposals will not be returned to respondents and will become the property of TBTA (Owner).

8. PROPOSAL CONTENT

To facilitate an equitable evaluation of your firm’s qualifications, please respond specifically to the following items in the order as described below:

8.1. Executive Summary/Cover Letter – One Page

- Provide a statement of interest for the Project, including a narrative describing the respondent’s unique qualifications as they pertain to this project.
- Provide a statement on the availability and commitment of the respondent, its principal(s), and the assigned professionals to undertake the project.

8.2. Firm Information – One page

- Firm Name, Address, City, State, Zip Code, Website, and Telephone Number
- Firm history and year established
- If your firm has multiple branch offices, list its locations and which office will handle the project.
- Type of Organization (individual, partnership, corporation)
- List of Officer’s Names
- Contact Person’s Name, Address, City, State, Zip Code, Telephone Number, and Email
- How many years has your firm provided construction management services?
- Provide the following information on your firm for the past five (5) fiscal years:

- Annual number and value, of contracts per year
- Bonding: The total bonding capacity to include available bonding and current backlog. Attach a letter of intent from a surety company indicating your firm's ability to bond for the entire construction cost of the Project.

8.3 Personnel Information - One Page

Provide a brief bio of key personnel employed by your firm who will be assigned to this Project along with their role in the project.

8.4. Project Experience Information

Provide examples of comparable projects for which your company was the Contractor (Prime or Sub). Include the following information:

- Project Name and Location
- Owner.
- Building Type and Size
- Construction Cost
- Year the project was completed.
- Color images of project if available. (these can be on a separate sheets that do not count against the 4 page maximum).

8.5. Project Understanding, Construction Methodology, Technologies, Best Practices, and Approach – One Page

- Project Understanding – Describe your company's understanding of this project's significant issues.
- Approach and Methodology – Describe your company's approach and methodology to providing Construction services for this Project. Specifically address the following items:
 - Describe your company's, primary role.
 - Describe your company's schedule for the project assuming award as stated in the schedule.
 - Describe your company's construction coordination and quality control process.
 - Describe your company's safety and OSHA compliance program and procedures.
 - Describe your company's unique qualifications for this project.

8.6. Federal Contract Clauses Construction More than \$250,000

- Proposers must read, sign and attach the Federal Contract Clauses with their proposal.

8.7. Fee Proposal

The Fee Proposal shall be submitted in a separate sealed envelope marked with ‘Fee Proposal,’ the project name, and proposing firm’s name.

- See attached Exhibit 3, Fee Summary form. Submit a completed version of Exhibit 3 with your firm’s proposal.

9. CONSTRUCTION FIRM SELECTION

The Owner will score each firm’s proposal according to the evaluation criteria to determine the top candidates in a competitive range. Firms in the competitive range may be interviewed as deemed necessary and the original scoring of the non-price criteria may be modified based on the results of the interview. The Owner reserves the right to reject all proposals for sound, documentable, business reasons, to award to other than the lowest price proposal, and to select a firm and award a contract as is deemed in the best interest of the Owner. The Owner reserves the right to negotiate costs and contract issues. The award will only be to a responsive and responsible firm.

10. EVALUATION CRITERIA

The proposals will be evaluated relative to the following criteria:

- Construction Fees 35%
- Project Understanding, Approach and Methodology 25%
- Firm Qualifications 20%
- Project Experience 20%

11. COST OF PREPARATION

All costs associated with the preparation of the proposal shall be borne by the interested firm. At the completion of the proposal process, the submitted documents shall become the property of the Owner.

12. OPTIONAL PRE-PROPOSAL CONFERENCE

An optional Pre-Proposal conference will be held in person on Tuesday, March 4, 2025 @ 11:00 AM EST at the following address:

Angie Fox
Executive Director
Thunder Bay Transportation
3859 US Highway 23, N.
Alpena, MI
director@thunderbaytransportation.com
Roof Replacement & Interior Renovations
TBTA, Alpena, MI

13. QUESTIONS AND POINT OF CONTACT

The Owner designates the following person, as its representative and Point-of-Contact for this RFP. Respondents shall restrict all contact with the Owner's Building Committee and other employees. They must direct all questions regarding this RFP, including questions regarding terms and conditions, to the Point-of Contact person. Questions regarding the content of the RFP shall be submitted in writing no later than 5:00 PM EST on Thursday, March 13, 2025, and directed to:

Angie Fox
Executive Director
Thunder Bay Transportation
3859 US Highway 23, N.
Alpena, MI
director@thunderbaytransportation.com

- * All written responses to submitted questions and other RFP addenda will be provided via email to the requestor and all contractors and subcontractors who requested a copy of the original solicitation and will be posted on thunderbaytransportation.com.
- * All communication regarding this Project and request for proposal shall be directed at the contact above.

14. PROCEDURE FOR SUBMISSION

Proposing firms wishing to be considered for Construction Firm services shall submit seven (7) hard copies in person or via post, and one (1) electronic copy (in PDF format) submitted by email of their proposal materials to:

Angie Fox
Executive Director
Thunder Bay Transportation
3859 US Highway 23, N.
Alpena, MI
director@thunderbaytransportation.com

- * The Owner must receive the proposal materials electronic submittal and the hard copy packets no later than 1:00 PM EST on Monday, March 24, 2025.

The TBTA Building Committee appreciates the interest and time spent in submitting proposal packages for consideration.

Angie Fox, Executive Director
Thunder Bay Transportation

End of RFP

EXHIBIT 1– REGISTRATION FORM

CLIENT: Thunder Bay Transportation Company

PROJECT: Roof Replacement & Interior Renovations

LOCATION: Alpena, MI

Purpose:

The CLIENT is seeking General contractors to submit proposals in providing services for the construction of a PROJECT. To ensure that all firms considering or intending to submit their proposals are provided the same information in advance of that proposal submittal, proposers are asked to register their firm by the DATE shown in RFP. This will allow the CLIENT authority to communicate with a proposing firm’s contact for any future exchange of information if necessary. The Contact should be the designated individual to ask questions; as well as receive amendments, additions, or responses to questions from the CLIENT concerning this RFP solicitation.

Please print clearly:

Firm Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Email completed form to: Marylynn McPhail, Email marylynn.mcphail@spicergroup.com

End of Form