



**REGIONAL TRANSPORTATION AGENCY OF CENTRAL
MARYLAND**

INVITATION FOR BID

IFB – 011 – 24

FOR

DISPATCH OFFICE RECONFIGURATION

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SECTION 1- KEY INFORMATION SUMMARY

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| IFB Number: | IFB-011-24 |
| IFB Name: | Dispatch Office Space Reconfiguration |
| Issue Date: | March 14, 2024 |
| Offeror Written Inquiries due and to whom: | <p>Questions due by 4:00 p.m. on Friday, March 22, 2024.</p> <p>Submit questions to Ronaldo Joanis at ronaldo.joanis@transitrta.com</p> |
| Pre-Bid Meeting | <p>The site visit is scheduled on Thursday, March 21, 2024, at 10:00 a.m. (Eastern Standard Time).</p> <p>This visit is Mandatory.</p> <p><u>Location:</u> Regional Transportation Agency of Central Maryland 8800 Corridor Rd, Annapolis Junction, MD 20701</p> |
| Proposal Due Date: | March 26, 2024. |
| E-mail/Mail/Deliver Proposal to the issuing office: | <p>Submit quote to: ronaldo.joanis@transitrta.com</p> <p>OR/AND mail it to:</p> <p>8510 Corridor Road, Suite 100, Savage, Maryland, 20763.</p> |
| Award Announcement Date: | April 2, 2024 |
| Offer validity | Quote must be valid at least for 60 days |

SECTION 2- INTRODUCTION

The Transit Management of Central Maryland, d/b/a, the Regional Transportation Agency of Central Maryland (RTA) is seeking quotes for a qualified Contractor to reconfigure the existing dispatch office space as detailed in the Statement of Work (SOW).

DON'T FORGET:

Quote proposals will be accepted by e-mail at ronaldo.joanis@transitrta.com or/and U.S mail, courier/hand delivery to 8510 Corridor Road, Suite 100, Savage, Maryland 20763 only up to 4:00 P.M. Eastern Standard Time, on Tuesday, March 26, 2024. All questions and/or inquiries should be directed in writing to Mr. Ronaldo Joanis, Procurement Specialist, by e-mail at ronaldo.joanis@transitrta.com.

All Contracts resulting from this solicitation are subject to all applicable equal opportunity laws, Disadvantaged Business Enterprise (DBE) regulations and affirmative action requirement of the Federal Transit Administration (FTA) and the State of Maryland. Companies will not be subjected to discrimination based on race, religion, color, sex, handicap, national origin, or ancestry in consideration for an award.

The RTA reserves the right to accept any IFB response either in whole or any part of parts thereof or to reject any and/or all IFB's and request new submissions. All proposers are required to certify that they are not on the Comptroller of Maryland's List of Ineligible Contractors.

IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please reply to our email address to let us know. This request does not constitute a commitment to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter.

SECTION 3- STATEMENT OF WORK (SOW)

Contractor will provide all supervision, labor, equipment, materials, and permits necessary to reconfigure the existing dispatch office space by removing a wall, demolishing existing countertops and cabinets, painting, and cleaning. This project aims to simplify the configuration of our Transit Operations Dispatch Office, located at the Transit Management of Central Maryland (hereinafter, TMCM), dba Regional Transportation Agency of Central Maryland (RTA).

LOCATION: Regional Transportation Agency of Central Maryland
8800 Corridor Rd,
Annapolis Junction, MD 20701

TIMELINE:

Time is of the essence for this project. The contractor will be able to work on weekdays or weekends at any time(s) between 8:00 A.M and 10:00 P.M. In your proposal, please confirm your ability to meet this schedule and provide an estimated project completion date.

PROJECTS LOTS:

The contract award is divided into two separate options. All Bidders must submit a complete and responsive bid for the entire project (Option 1 and 2). Additionally, Bidders must submit separate, clearly identified pricing for:

- Option 1: Wall Removal
- Option 2: Demolition of Existing Countertops and Cabinets

Bids will be evaluated based on completeness and responsiveness to specifications, qualifications, and total proposed cost for the entire project. RTA reserves the right to award the contract to the lowest responsive and responsible Bidder for the entire project or to award Option 1 and Option 2 to different Bidders.

MANDATORY VISIT:

A site visit will be held on March 21, 2024, 10:00 A.M at the above-mentioned location.

The mandatory visit to the office space will allow you to assess the current layout and identify areas where improvements can be made. By physically seeing the space, you can take accurate measurements and gather necessary information for planning and executing the reconfiguration process effectively.

Note: The contractor is responsible for verifying measurements.

DESCRIPTION OF WORK

To enhance accessibility and workflow for our dispatchers, this office reconfiguration project will create a more open and organized workspace. The detailed specifications outlining our requirements for the reconfiguration work constitute your reference:

Lot 1 – Wall Removal

| No. | Area | Specifications |
|-----|-----------------|---|
| 1. | Demolition | <ul style="list-style-type: none">Carefully remove the designated interior walls, ensuring proper disposal of debris according to local regulations. |
| 2. | Electrical Work | <p>A licensed electrician will perform all electrical work in accordance with all applicable Federal, State, and local building codes and regulations, including electricals codes. This may include, but is not limited to:</p> <ul style="list-style-type: none">Disconnecting and capping existing electrical lines in the designated wall before demolition.Rerouting or relocating electrical lines as needed to accommodate the new layout, ensuring proper functionality and safety.Installing new electrical outlets, switches, and data/communication ports in designated locations as per the approved electrical plan.Testing and verifying the functionality and safety of all new and existing electrical components. |
| 3. | Reparations | <ul style="list-style-type: none">Patch and repair any imperfections or damage caused by demolition activities. |
| 4. | Cleaning | <ul style="list-style-type: none">Thoroughly clean the entire office space upon completion of demolition, and painting activities. This includes:<ul style="list-style-type: none">Removing all construction debris and dust.Cleaning floors, windows, and fixtures.Ensuring the work area is left clean and free of any hazardous materials. |

Lot 2 – Countertop and Cabinet Removal

| No. | Area | Specifications |
|-----|-------------|---|
| 1. | Demolition | <ul style="list-style-type: none">Carefully remove the designated counters and cabinets, ensuring proper disposal of debris according to local regulations. |
| 2. | Reparations | <ul style="list-style-type: none">Patch and repair any imperfections or damage caused by demolition activities. |
| 3. | Painting | <ul style="list-style-type: none">Paint the entire office space, including walls, ceilings, and trim, following the approved color scheme and specifications. |
| 4. | Cleaning | <ul style="list-style-type: none">Thoroughly clean the entire office space upon completion of demolition, and painting activities. This includes:<ul style="list-style-type: none">Removing all construction debris and dust.Cleaning floors, windows, and fixtures.Ensuring the work area is left clean and free of any hazardous materials. |

MATERIAL SPECIFICATIONS

- All materials and equipment must comply with the local, State and Federal standards. The RTA shall have the right to inspect sources of materials to determine compliance of supplier as needed.
- All work must be coordinated with the RTA Assistant General Manager (AGM) or their designee.

SAFETY

The Contractor will provide all security, and signage, etc., necessary to control RTA employees and to protect the office areas while work is in progress.

ADDITIONAL INFORMATION/REQUIREMENTS

- Responses to this IFB must remain valid for a minimum of 60 days from the opening date.
- All work will be performed in compliance with good workmanship and standards adhering to manufacturer specifications and applicable codes.
- The Contractor will be responsible for removing all debris resulting from the performance of this contract.
- The Contractor will take every precaution necessary to assure the protection of both persons and property while performing work under this contract.

- The Contractor must obey all local, state, and federal laws concerning health and safety at all times during the performance of this job.
- The Contractor will be responsible for the repair of any damage caused to RTA or private property, utilities, etc. as a result of work being performed on this job, at no cost to the RTA or owner.
- The Contractor will not make an agreement with any subcontractor to perform any work included in this Contract unless Contractor has received prior written approval of such agreement from the RTA.
- Right to Modification: A change after award of a contract in any of the contract terms, including price, quantity, time, and place of delivery, etc., shall be in the form of a written.
- The RTA will be responsible for clearing the spaces before the contractor performs the work, ensuring that all necessary permits are obtained, and overseeing the overall progress of the project.

SECTION 4- PROPOSAL FORMAT AND SELECTION CRITERIA

One (1) original of the proposal must be submitted to 8510 Corridor Road, Suite 100, Savage, Maryland, 20763 or/and be submitted by email to: ronaldo.joanis@transitrta.com. It must include technical and financial quotes.

Proposals should be concise and include some attachments and work samples. Proposals must be received no later than 4:00 EST p.m. on **March 26, 2024**.

Transmittal Letter: A brief introductory letter to introduce the Offerors proposal. It must be signed by an individual who is authorized to commit the Offeror to the services and requirements stated in this IFB and detailed in the Offerors proposal.

Executive Summary: A brief highlighting of the Offerors Technical Quote submission. The Offeror shall provide a statement explaining why the company would be most qualified to handle this account. The Offeror shall also provide a statement of its independence from any direct affiliation with RTA. The summary is also the Offerors opportunity to identify any exceptions being taken to any of the IFB requirements.

Response to Vendor Instructions/ Requirements: This is the heart of the proposal, where, in a concise manner, the Offeror shall address the work, or services requirements stated in Section 3. of this IFB and detail how the Offerors proposal will meet or exceed those requirements.

Offerors Experience and Capability: The Offeror shall describe its overall experience and past performance in providing services similar to those solicited in this IFB.

Fee Structure: The cost of services is the most important factor that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees. Please provide a cost proposal for providing the Statement of Work in Section 3.

Evaluation and selection: A selection committee consisting of RTA employees (the "Committee") will review all proposals and decide based on the following factors:

- Price or proposed fee structure
- Professional capacity to undertake the Statement of Work
- Previous work experience and performance

The lowest price bidder technically qualified will be contacted. The RTA may invite the prospective contractor to make a presentation and set up necessary arrangements before signing the contract.

SECTION D. INDEX OF BID FORMS

The following pages are to be completed and returned to the Issuing Office by the date and time aforementioned in *Section 2*:

- Form 1: Standard Bid Price Sheet
- Form 2: Standard Bid Form
- Form 3: Signature Form
- Form 4: Mandatory site visit/Pre-bid meeting attendance form
- Form 5: Acknowledgement of Addenda

FORM# 1

STANDARD BID PRICE SHEET (Sample)

IFB -011-24

To the Transportation Agency of Central Maryland (RTA),

We hereby submit, for your review, our quotation requested by the IFB. This quotation includes and incorporates all information and specifications required by RTA. A completed, signed, and accepted copy of this Standard Bid Form shall serve as a valid and binding contract.

The undersigned proposes to furnish a price that must include all charges or materials and other fees necessary to perform the work specified in the bid documents, except the state and federal taxes.

| DESCRIPTION OR PHASES | TIMELINE | COST |
|---|----------|----------------|
| Option 1: Wall Removal | | \$ 0.00 |
| Option 2: Demolition of Existing Countertops and Cabinets | | \$ 0.00 |
| TOTAL | | \$ 0.00 |

Note: All Pricing Must Be Held Firm For 60 Days.

NAME OF SUPPLIER _____

SIGNATURE _____

FORM# 2
STANDARD BID FORM
IFB -011-24

BIDDER: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

Submitted by: _____
(Signature of authorized agent above)

On _____, the _____ day of _____ 2024.

Accepted by:

RTA representative

ATTEST:

DATE _____

FORM# 3
SIGNATURE FORM
IFB -011-24

NAME OF BIDDER: _____

SIGNATURE OF AUTHORIZED PERSON: _____

PRINT AUTHORIZED PERSON: _____

TITLE OF AUTHORIZED PERSON: _____

STREET NAME AND NUMBER: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

E-MAIL: _____

DATE: _____

BIDDERS FEDERAL EMPLOYER IDENTIFICATION NO. _____

BIDDERS CONTRACTORS LICENSE AND PERMIT NUMBERS:

FORM# 4
MANDATORY SITE VISIT/PRE-BID MEETING ATTENDANCE FORM
IFB -011-24

PROJECT NAME: [Project Name]

PROJECT NUMBER: [Project Number (if applicable)]

DATE: [Date of Site Visit/Pre-Bid Meeting]

LOCATION: [Location of Site Visit/Pre-Bid Meeting]

CONTRACTOR NAME: [Bidder's Company Name]

INSTRUCTIONS: Please complete this form and have all attendees sign below to verify their participation in the mandatory site visit/pre-bid meeting. This form will be used as documentation for bid evaluation purposes.

Attendees:

| Name (Printed) | Title | Signature |
|----------------|-------|-----------|
| | | |
| | | |
| | | |

FORM# 5
ACKNOWLEDGMENT OF ADDENDA
IFB -011-24

The undersigned acknowledges receipt of the following addenda to the documents:

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Offeror: _____

Name

Street Address

City, State, Zip

Signature of Authorized Signer

Title

Phone

SECTION 5- FEDERAL CLAUSES

By way of submitting a proposal the Proposer thereby agrees that where applicable they will adhere to and comply with the provisions as set forth in this Attachment, "Federal Clauses" of this document.