



Eastern Sierra Transit Authority (ESTA)
Request for Proposal for Architectural and Engineering Services for
The Eastern Sierra Transit Authority
Transit Operations Facility Project

Due Date: September 10, 2020 at 4:00 pm

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Objectives and Scope of Services

The Eastern Sierra Transit Authority (ESTA) is seeking proposals for Architectural and Engineering services for a Transit Operations Facility Project. The project involves the design and engineering of a construction project that includes a 2,500 sq. ft. transit operations building, grading, paved parking lot, utilities, water runoff, septic, maintenance container electricity, and landscaping.

Background Information:

ESTA's operations in the Bishop region are currently based out of ESTA's existing transit facility, which is located at the Eastern Sierra Regional Airport at 703 Airport Road in the Industrial Zone in Bishop (37.221311⁰ N, 118.215923⁰ W). The planned Transit Operations Facility is located on the southern side of the middle airport access road, east of the current bus parking area. The Transit Operations Facility site consists of approximately 24,120 square feet. The area is currently disturbed undeveloped land and sits adjacent to the bus yard.

ESTA has been approved for FTA 5339 grant funds to design and engineer, as well as construct improvements at the Bishop Transit Operations Facility Project.

Scope of Services

The scope defines ESTA's requirements for delivering services for the final design, architectural and engineering, and construction bid documents of the proposed ESTA Bus Operations Facility and providing the necessary services to bring the project to fruition. The proposed scope itemizes the various tasks and subtasks to develop a level of detail on each task that shall lead to providing a functional facility.

The scope of services comprises two major tasks, discussed on the following pages:

Final Plan, Specifications, and Contract Bid Documents

- Task 1: Final Plan and Specifications
- Task 2: Construction Bid Documents

TASK 1: FINAL PLAN and SPECIFICATIONS

The preliminary draft plans shall be further developed and the Design Team shall identify appropriate design criteria, costs and existing conditions that shall affect the design and construction of the facility. Preliminary draft plans for the building have been prepared and are included in Exhibit 1. The draft plans describe the building floor plan. A site survey will be conducted. The Design Team shall generate final building and site plans identifying the building and site improvement issues. A cost estimate based on the final plan design shall be part of the overall final plan submittal to ESTA.

1.1 Conceptual design review

The Design team will review the preliminary draft plans prepared by Inyo County staff (Exhibit 1). Any adjustments required to the draft plans will be discussed with ESTA staff before integrating into the final plans.

1.2 Field Topo/Utility Survey of Selected Site

A surveyor shall be contracted by the Design Team to provide current topographic surveys of the proposed site based on the most current USGS data. Additional survey information that shall be required by the project shall be identified by the Design Team and shall be gathered by whatever additional survey efforts are necessary. Utility locations are to be identified, as well as any restrictions that may be attached to the proposed site. As part of the overall effort, the Design Team is to study existing site conditions to identify possible site issues that may affect locations of new structures. The Design Team shall verify (or perform) measurements on the survey and provide documentation to the Project Manager.

1.3 Final Plans

The final plans shall provide sufficient detail to be able to show the building in relation to other physical features on the site. The plans shall have sufficient detail to provide information on the recommended location and sizes of:

- offices,
- hallways,
- conference rooms,
- server room(s),
- fare counting room,
- employee break areas,
- dispatch areas,
- restrooms,
- general storage rooms,
- vehicle parking/storage,
- utility areas,
- public access

1.4 Cost Estimates and Milestone Schedule

The Design Team shall provide cost estimates to quantify the future construction costs, and project milestones.

1.5 Final Plan Submittal

The final subtask shall be to prepare the final plan package for ESTA review and approval. Three copies of the final plan and one copy in electronic format shall be delivered to ESTA for distribution. ESTA shall receive a drawing package, and a cost estimate for the facility.

1.6 ESTA Review

ESTA will review the final plan submittal from the Design Team and provide comments for incorporation into the final documents prior to authorizing future tasks.

TASK 1 DELIVERABLES:

- Site survey
- Final building and site plans
- Cost Estimate and Milestone Schedule

TASK 2: CONSTRUCTION BID DOCUMENTS

Task 2 shall include the completion of all construction specifications and plan in conformance with the previously approved final plans that shall permit construction contractors to bid competitively.

1.1 Contract Documents

Contract bid documents shall provide complete descriptions of work involving the architectural, civil, structural, mechanical, electrical, special systems, landscaping components and all other drawings noted in the design development task of the proposed improvements. The documents shall describe, locate and dimension, as well as give the physical properties, workmanship requirements, performance characteristics and other pertinent information relating to each component. Any required construction methodology and sequencing as well as special provisions due to phasing requirements shall be described.

The design disciplines are described below:

- Site, civil and utility design: Work under this discipline completes the development of site geometry, the preparation of contract drawings for access points as they interface within the master plan of the area, site grading, pavement design, utilities, septic tank and leech field, drainage, fencing, maintenance container electricity, and connections to existing utilities. The site drawings shall present placement of curbs,

driveways, street improvements, fencing, gates and other security and safety features.

- Landscape design: The materials that shall be selected to landscape the perimeter of the site shall be chosen to ease the visual impact of the hard surfaces of the facility and present a pleasing appearance. Careful consideration to water conservation and natural foliage is expected.
- Electrical engineering: Electrical design work shall include finalization of power, communication, and lighting requirements and design of an efficient electrical distribution system for the new building. A detailed lighting plan shall be provided that depicts lighting type, areas of illumination and light intensity. Also provide a plan for providing electricity to the two maintenance containers.
- Specifications: A set of construction specifications, together with the standard bidding and contract documents, general conditions and special provisions shall be prepared.

1.2 Construction Cost Estimates and Schedule

A complete construction estimate shall be prepared and submitted to ESTA for each scheduled submission in conjunction with the writing of the contract specifications. Each cost estimate shall contain an itemized list of materials and methods used on the project, along with the associated unit and installation costs. The estimates shall be based upon standard bid items and formats and shall be used as a standard against which all bids shall be evaluated. A detailed construction schedule, in critical path format, shall be developed and provided to ESTA to assist in controlling the construction schedule and budget.

1.3 Permitting and Review

The Design Team shall review the design with ESTA and other agencies having jurisdiction over the necessary permits for the project. The design shall also be reviewed with suppliers of utility services to develop the construction documents and permit requirements. The Design Team consultant shall coordinate and furnish documentation required for approvals, permits, utility service and connections, and the relocation of existing utilities and other facilities. Following receipt of comments from the various reviewing agencies, the Design Team shall make all necessary revisions to the documents to receive permit approvals and acquire the permits before construction begins.

1.4 ESTA Review

ESTA will review the contract bid documents submittal from the Design Team and provide comments for incorporation into the final documents prior to authorizing that the project be let for bidding.

TASK 2 DELIVERABLES:

- Drawings
- Specifications
- Cost estimate
- Project schedule

Assumptions:

This is a simple one-story office building and it is assumed that the cost of designing and engineering the project will not exceed the cost of building it. Here are some additional assumptions:

- A Storm Water Pollution Prevention Program will not be required because the area of impact is under 1 acre
- No utility relocation will be required

Project Timetable:

July 10, 2020	Issue Request for Proposal
September 10, 2020, 4:00 pm	Closing Date for Receipt of Proposals
September 17, 2020 [approximate]	Finalists contacted to schedule interviews (if necessary)
September 21, 2020	Conduct interviews (if necessary)
September 24, 2020	Contract Award
October 1, 2020	Design and Engineering Start
February 1, 2021	Design and Engineering End

Selection Process

The Architectural and Engineering contract will be awarded on a best-value basis to be determined by demonstrated competence and professional qualifications, availability, ability to comply with proposed schedule, and

proposal quality. There may be an interview of the top firms. Proposals will be reviewed by select ESTA staff members and authorized County Representatives. If an interview is conducted it will be scheduled within one week following the proposal submittal.

Issuance of this RFP and receipt of proposals does not commit ESTA to award a Contract. ESTA reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected Consultant(s) should negotiations with the selected Consultant(s) be terminated, to negotiate with more than one Consultant simultaneously, or to cancel all or part of this RFP.

Consultants will be measured on the following scoring criteria:

Criteria	Max Score
Demonstrated Competence	30
Professional Qualifications	30
Availability	20
Schedule Compliance	20
Proposal Quality	10

Proposal Response Format

The following proposal format is required and has been designed to facilitate comparison among proposals submitted:

1. Cover Letter - Introduction

Provide a summary of your proposal and demonstrate your understanding of the project, including general approach responding to ESTA's requirements. This should also include an introduction to your firm as well as the name of a contact person.

2. Qualifications and Experience

Prepare a summary of your firm's qualification and experience in similar projects. Include the names of clients, duration and description of assignments. Also, include names and telephone numbers of contact persons of at least three (3) clients providing similar services in the last 5 years.

3. Technical Approach and Scope of Work

Provide a detailed work plan of assumptions for the project, including staff classification and estimated hours each will participate. This should include any necessary progress meetings with ESTA staff, specific output to be generated at various steps, and major milestones. **Please provide a scope of work to be included as Exhibit "A" in ESTA's standard contract.**

4. Staffing and Subconsultants

Please list the individuals that will participate on this assignment, including the staff classification. Please include a brief resume of experience in similar projects for each individual and proof of various professional registration, licenses, and certificates.

5. Timing Requirements

ESTA will require the work to be complete by September 10, 2020. The proposer should submit a timeline for completion of the Scope of Services previously mentioned.

6. Fees

Under separate sealed cover, provide a fixed price proposal for your proposed services, including a price and hours breakdown for each project milestone. Also provide a listing of staff hourly rates and other costs in the event that extra work is required outside the scope of the project. The hourly rates and costs will be attached as an exhibit to ESTA's contract. The Consultant will be selected without consideration of fees. Once a Consultant is selected, the fees will be reviewed and negotiated as necessary.

Submittal of Proposals

Completed proposals in Adobe pdf format are to be emailed to Phil Moores at pmoores@estransit.com with subject line:

"RFP – Transit Operations Facility Project".

Your proposal must be received prior to 4:00 PM, Thursday, September 10, 2020.

If all required information is not provided, a proposal may be considered nonresponsive and rejected without evaluation. Late proposals are considered nonresponsive and shall be rejected.

ESTA shall not, in any event, be liable for any pre-contractual expenses incurred by Consultant in the preparation of its proposal. Consultant shall not include any such expenses as part of its proposal. Pre-contractual expenses are defined as expenses incurred by the Consultant in:

- preparing its proposal in response to this RFP;
- submitting the proposal to ESTA;
- negotiating with ESTA any matter related to the proposal; or
- any other expenses incurred by the Consultant prior to date of award, if any, of the Contract.

The Consultant's proposal and any contract entered into thereafter become the exclusive property of ESTA and shall be subject to the California Public Records Act (Government Code Section 6250 et seq.). ESTA's use and disclosure of its records are governed by this Act. Those elements in each proposal which Consultant considers to be trade secrets, as that term is defined in Civil Code Section 3426.1(d), or otherwise exempt by law from disclosure, should be prominently marked as "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY" by Consultant. ESTA will use its best efforts to inform Consultant of any request for disclosure of any such document. ESTA, shall not in any way, be liable or responsible for the disclosure of any such records including, without limitation; those so marked if disclosure is deemed to be required by law or by an order of the Court.

Payment

Eastern Sierra Transit desires to enter into an agreement with the service provider based upon the pricing described in the proposal. Payment shall be made within thirty (30) days after satisfactory performance of the contractual services, in accordance with all of the provisions.

Information and Inquiries

Should a Consultant require clarifications to this RFP, the Consultant shall notify ESTA Staff listed below in writing. Should it be found that the point in question is not clearly and fully set forth in the RFP, ESTA may issue a written addendum clarifying the matter.

Substantive changes to the requirements will be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. ESTA shall not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instruction.

For further information, please contact the following ESTA Staff:

Phil Moores
Executive Director

(760) 872-1901 ext. 12
pmoores@estransit.com

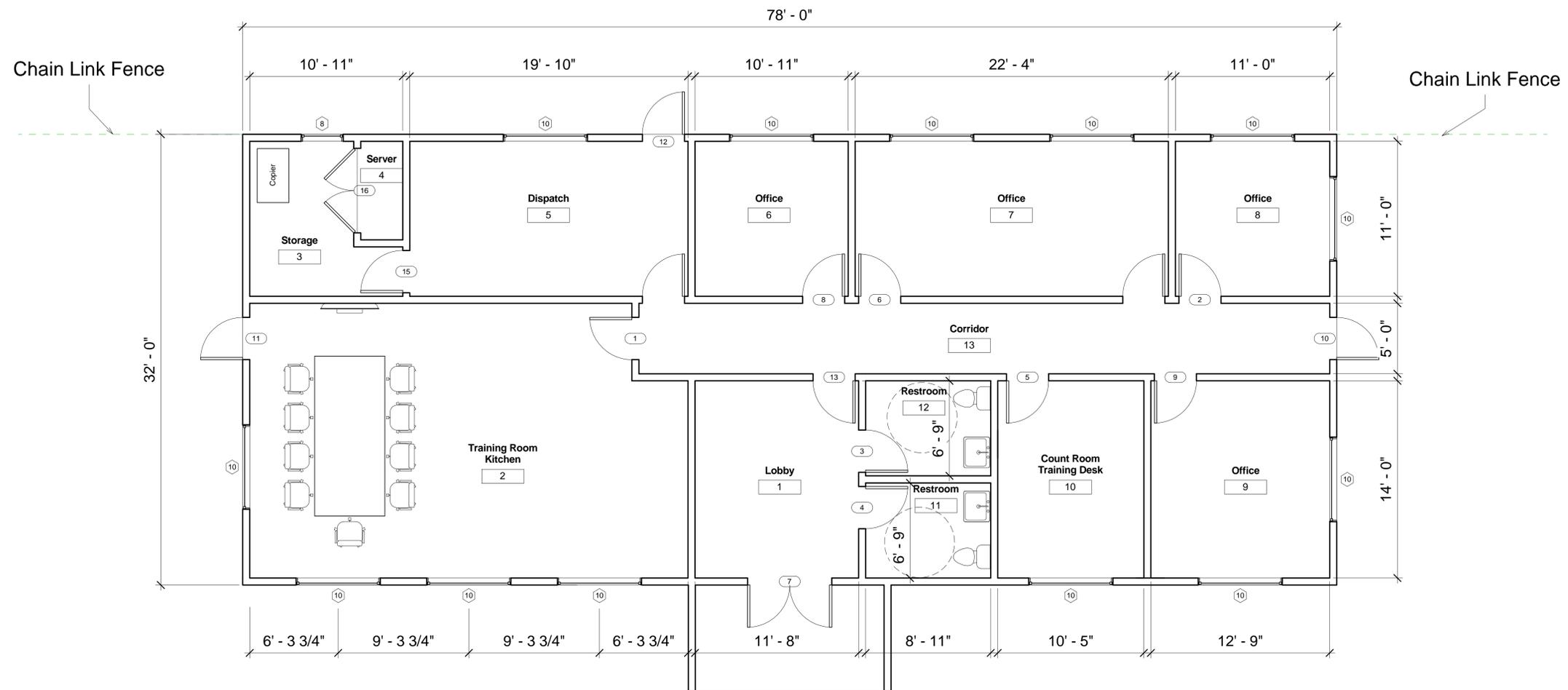
Other Requirements:

By submitting a proposal, Consultant represents that it has thoroughly examined and become familiar with the work required under this RFP and is capable of performing quality work to achieve ESTA's objectives.

By submitting a proposal, Consultant warrants that any and all licenses and/or certifications required by law, statute, code or ordinance in performing under the scope and specifications of this RFP are currently held by Consultant, and are valid and in full force and effect.

EXHIBIT A

Bus Yard



ESTA Building Bishop Airport

Revision Schedule		
Revision Number	Revision Description	Revision Date

Plot Date and Time 6/21/2020 10:38:58 AM

Floor Plan

A101

Patron Parking

EXHIBIT A



ESTA Building
Bishop Airport

Revision Schedule		
Revision Number	Revision Description	Revision Date

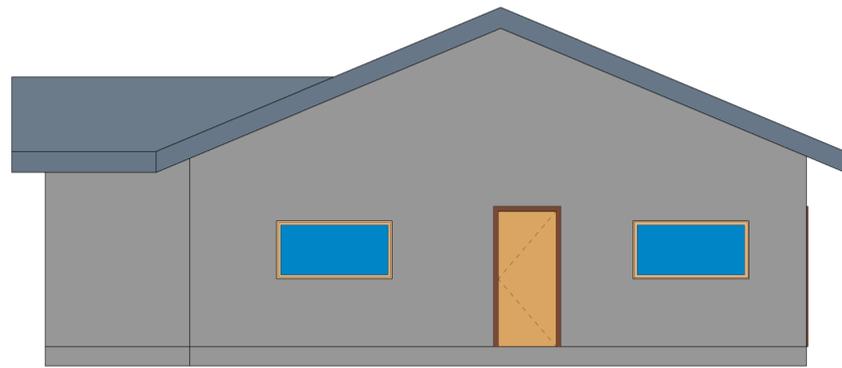
Plot Date and Time 6/21/2020 10:39:00 AM

Roof Plan

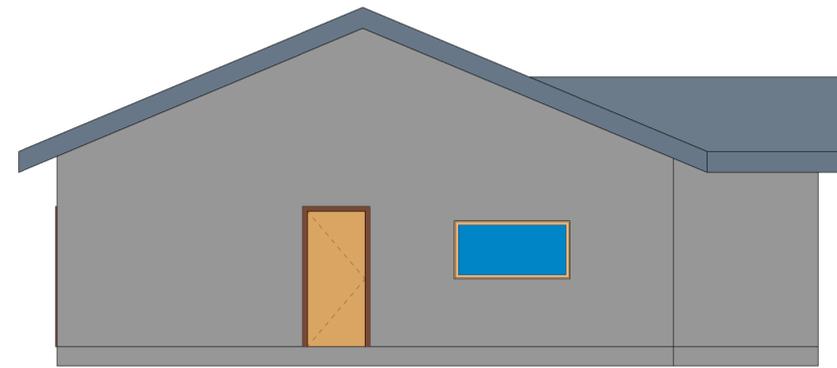
A102

① Roof Plan
1/4" = 1'-0"

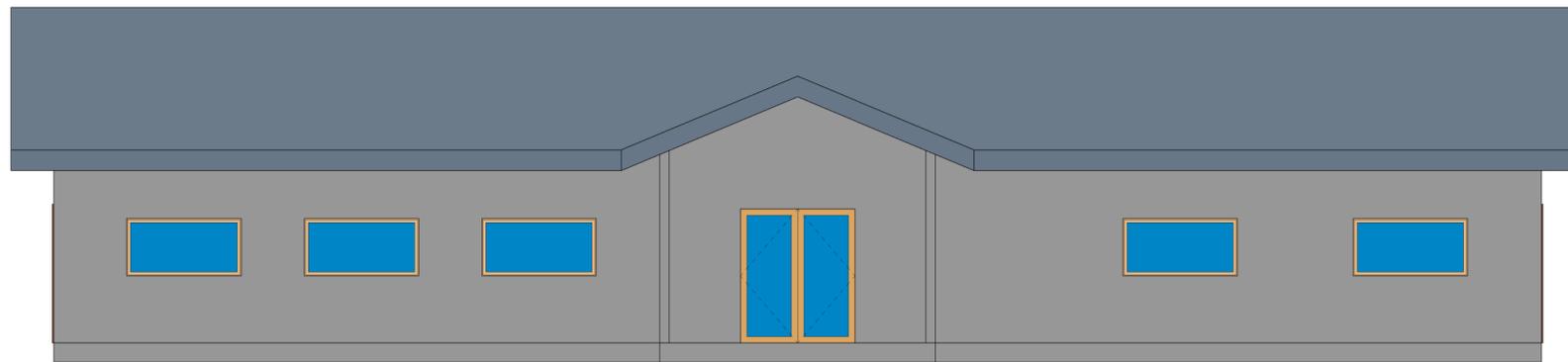
EXHIBIT A



① East
1/4" = 1'-0"



④ West
1/4" = 1'-0"



③ South
1/4" = 1'-0"



② North
1/4" = 1'-0"

ESTA Building Bishop Airport

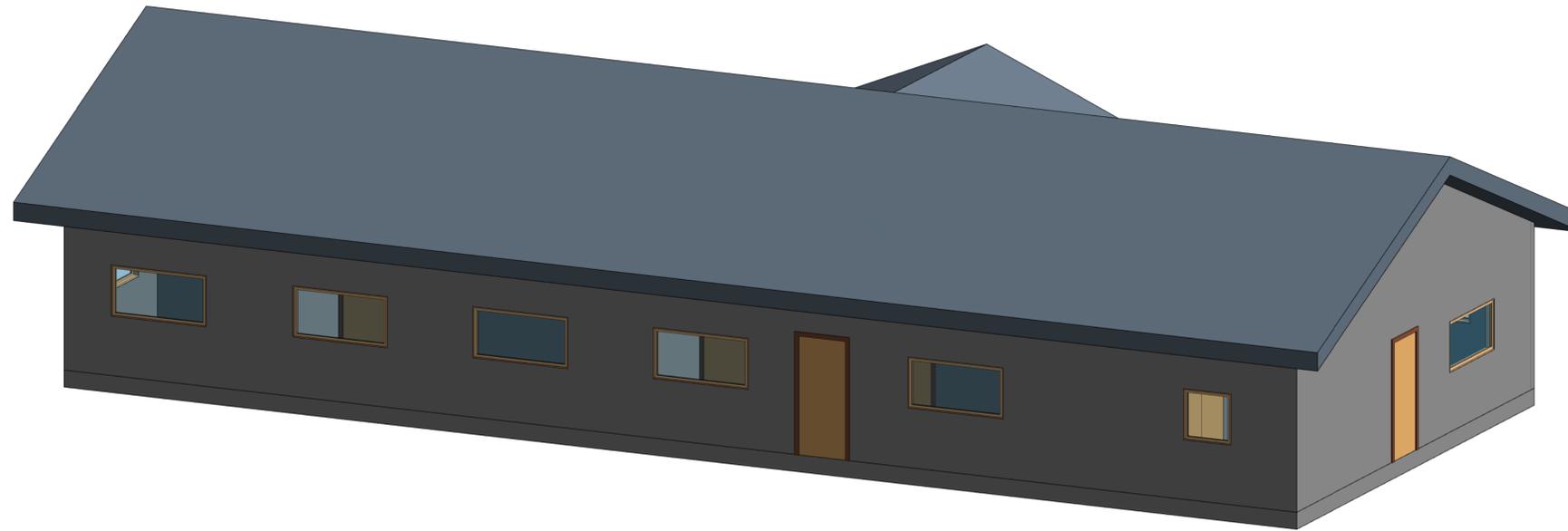
Revision Schedule		
Revision Number	Revision Description	Revision Date

Plot Date and Time 6/21/2020 10:39:03 AM

Exterior Elevations

A103

EXHIBIT A



② 3D Ortho 1



① 3D Ortho 2

ESTA Building Bishop Airport

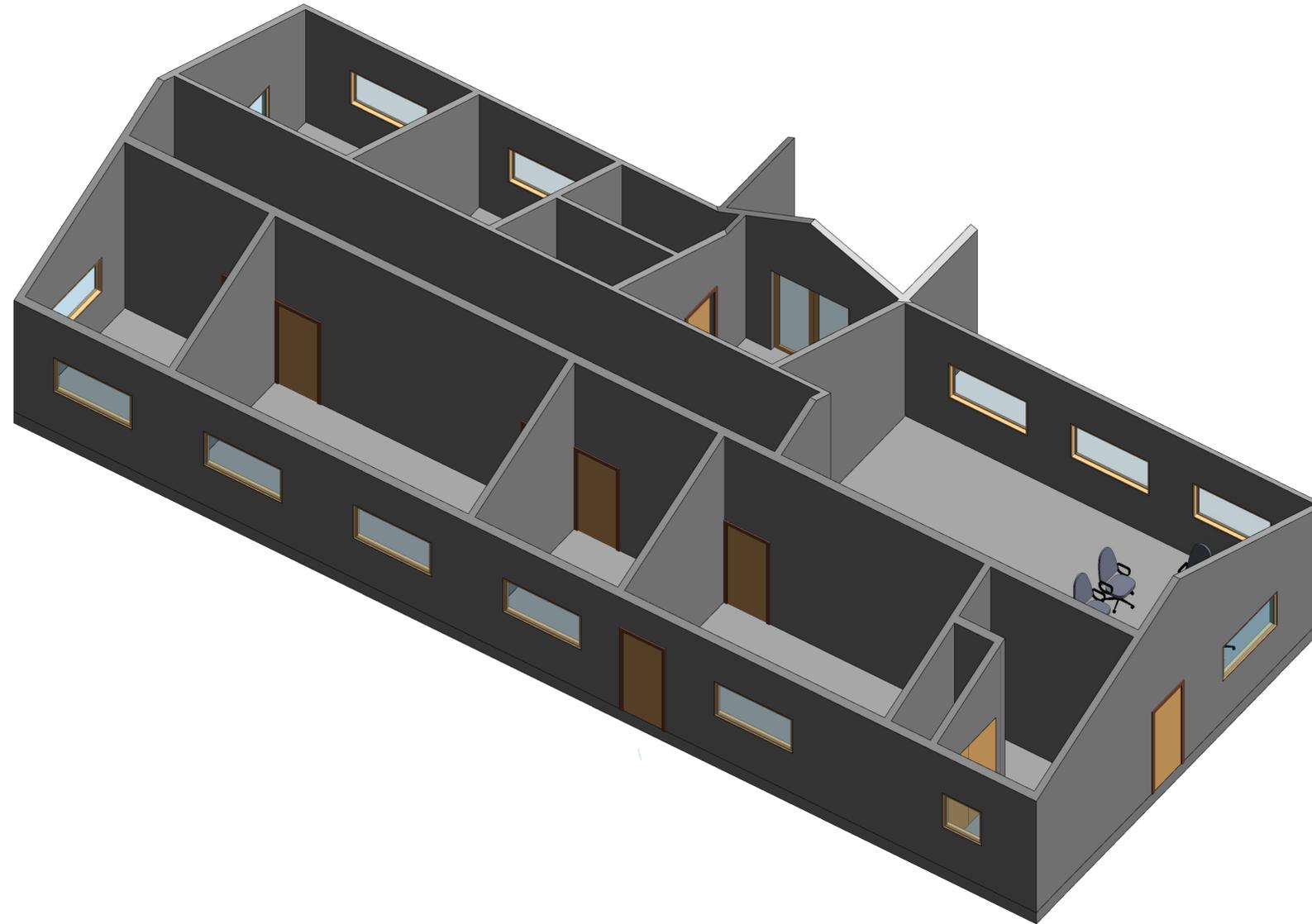
Revision Schedule		
Revision Number	Revision Description	Revision Date

Plot Date and Time 6/21/2020 10:39:05 AM

Ortho Views

A104

EXHIBIT A



ESTA Building Bishop Airport

Revision Schedule

Revision Number	Revision Description	Revision Date
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Plot Date and Time 6/21/2020 10:39:07 AM

Exploded View

A105

① Exploded View

EXHIBIT A

Door Schedule		
Mark	Width	Height
1	3' - 0"	7' - 0"
2	3' - 0"	7' - 0"
3	3' - 0"	7' - 0"
4	3' - 0"	7' - 0"
5	3' - 0"	7' - 0"
6	3' - 0"	7' - 0"
7	6' - 0"	7' - 0"
8	3' - 0"	7' - 0"
9	3' - 0"	7' - 0"
10	3' - 0"	7' - 0"
11	3' - 0"	7' - 0"
12	3' - 0"	7' - 0"
13	3' - 0"	7' - 0"
14	3' - 0"	7' - 0"
15	3' - 0"	7' - 0"
16	6' - 0"	7' - 0"
17	3' - 0"	7' - 0"

Window Schedule			
Mark	Width	Height	Type
1	6' - 0"	3' - 0"	72x36
2	6' - 0"	3' - 0"	72x36
3	6' - 0"	3' - 0"	72x36
4	6' - 0"	3' - 0"	72x36
5	6' - 0"	3' - 0"	72x36
6	6' - 0"	3' - 0"	72x36
7	6' - 0"	3' - 0"	72x36
8	6' - 0"	3' - 0"	72x36
9	6' - 0"	3' - 0"	72x36
10	6' - 0"	3' - 0"	72x36
11	6' - 0"	3' - 0"	72x36
12	3' - 0"	3' - 0"	36" x 24"
13	6' - 0"	3' - 0"	72x36
14	6' - 0"	3' - 0"	72x36

Sheet List		
Sheet Number	Sheet Name	Sheet Issue Date
A101	Floor Plan	02/29/20
A102	Roof Plan	02/29/20
A103	Exterior Elevations	02/29/20
A104	Ortho Views	02/29/20
T101	Title Sheet	02/29/20
A105	Exploded View	02/29/20

Room Schedule		
Number	Name	Area
1	Lobby	163 SF
2	Training Room Kitchen	587 SF
3	Storage	94 SF
4	Server	21 SF
5	Dispatch	218 SF
6	Office	120 SF
7	Office	246 SF
8	Office	121 SF
9	Office	179 SF
10	Count Room Training Desk	146 SF
11	Restroom	60 SF
12	Restroom	60 SF
13	Corridor	246 SF

ESTA Building Bishop Airport

Revision Schedule		
Revision Number	Revision Description	Revision Date

Plot Date and Time 6/21/2020 10:39:07 AM

Title Sheet

T101