

COVER LETTER

03/08/2022

Subject: Construction Management Services
Project: Exit 68 Energy Station, Morton Energy Station, Port of
Chehalis Energy Station
Owner: LPTBA a.k.a. Twin Transit
Address: 212 E. Locust St.
Centralia, WA 98531

Bid Deadline: 03/29/2022

Dear Prospective Bidder,

Lewis Public Transportation Benefit Area, hereinafter "Owner", is accepting proposals for construction management services for the oversight of the following projects:

1. Exit 68 Energy Station, Napavine
2. Morton Energy Station, Morton
3. Port of Chehalis Energy Station, Chehalis

This information contained within this packet provides an overview, eligibility requirements, conceptual site and building plans/ specifications, and instructions needed for bidding on this project. If your company has any suggestions or possible improvements that are not shown, please note them in your detailed proposal that is to be submitted.

You are hereby invited to review the documents, visit the site and submit your proposal for the above referenced project work in accordance with the Bid Documents. Bids are to include all sales tax, freight and any other miscellaneous charges. Owner may, at its discretion, accept or reject any or all bids.

This project has an approximate start date of April 1, 2022 and a target completion date of June 30, 2025.

For any questions on project specifications or scope of work, please contact the Executive Director of Transit Services via e-mail at joe@twintransit.org.

Sincerely,

Joseph L. Clark

Executive Director of Transit Services



Request for Proposal

Construction Management

Project Title:

Exit 68 Energy Station, Morton Energy Station, Port of Chehalis Energy Station

Summary

Twin Transit is the business name of the Lewis Public Transportation Benefit Area (LPTBA), a public transit agency in Lewis County, Washington. Twin Transit has provided public transit services to the cities of Centralia and Chehalis since 1977. Today, Twin Transit is managed by a very small in-house staff that does not have the capacity to administer complex projects.

Project Background

Twin Transit is requesting statement of qualification proposals from interested and experienced engineering firms licensed in the State of Washington to provide construction management services for the Exit 68 Energy Station, located at the intersection of Interstate 5 and Highway 12 in Napavine, WA, the Morton Energy Station in Morton, WA, and the Port of Chehalis Energy Station in Chehalis, WA. Construction will include installation of transit and vehicle charging stations, parking stalls for EV and transit riders, hydrogen charging stations, and sidewalk, curb, and gutter to facilitate the movement of customers and pedestrians. A preliminary site plan of each of the proposed improvements is attached.

Required Skills and Experience for Firm or Individual

Twin Transit intends to award the contract to a qualified firm based on familiarity of the project, expertise, and qualifications. Only firms with prior experience pertaining to construction of fueling stations and/or electric vehicle charging infrastructure will be considered.

Primary Tasks

The successful firm must complete all of the following on or before June 30, 2025:

- Serve as Twin Transit's Owner's Representative as the Construction Project Manager.
- Assist Twin Transit with the selection of the Construction Team.
- Manage and document all project meetings.
- Manage all environmental studies and processes necessary for permitting (NEPA, SEPA, Geo-Technical, and Archaeological and Cultural Studies).
- Manage all pre-application and permitting processes.
- Construction quality control monitoring, testing, and inspection.
- Provide digital photos or a video log of the Construction Team progress.

- Document and coordinate any Construction Team request for information (RFI), and the response from the Design Team.
- Document and coordinate any Construction Team request for changes to the project, response from the Design Team, and all approved / denied requests for changes.
- Document management and control, including all construction and construction administration documents, correspondence, and as-builts.
- Document and coordinate Construction Team payment requests.
- Perform project punch-list and close-out services.

Submission Instructions

Submittals of the Qualification Proposal to Twin Transit shall be at the Responder's sole expense.

Submit one copy of qualifications along with a letter of interest that includes firm history, proposed personnel, brief resumes, and previous projects that would be applicable to Twin Transit. The SOQ should consist of 6 pages maximum, 8.5"x11" format.

Submit RFP to: Joe Clark, Executive Director
Twin Transit
212 E Locust Street
Centralia, WA

Email: joe@twintransit.org

- Proposals must be emailed in PDF format to Joe Clark no later than **11:00 a.m. on Tuesday, March 29, 2022**. Questions relevant to this RFP should be submitted via e-mail.

Selection Criteria

A Selection Committee will be comprised of Twin Transit staff to evaluate all responsive proposals and award the work to the most qualified firm based on project familiarity, expertise, and qualifications.

The RFP submittal must include the following elements:

1. Cover Letter (5 points) - This letter should provide a brief introduction of the firm to Twin Transit and indicate its interest in the project.
2. Narrative of Project Understanding (15 points) - This discussion should communicate the firm's understanding of the project tasks and deliverables.
3. Outline of Project Plan (10 points) - Prepare an outline of the project plan identifying the major project milestones and related work elements. Provide a brief narrative of each milestone and work element.
4. Cost Estimate (25 points) - Prepare an estimate of the amount of money you intend to charge Twin Transit for completing this project (please note that the favored consultant

will not be selected solely on price and payment will be made according to a negotiated agreement).

5. Statement of Firms Experience (20 points) - Present relevant project experience.
6. Proposed Project Team (10 points)- Twin Transit is looking for a single point of contact. The person, their experience, abilities, and understanding of project issues are the most important considerations in the selection process. The role of the firm is to provide depth and stability, such as coverage during planned and unplanned absences of the project manager. Provide extensive information regarding the experience and qualifications of the proposed project manager.
7. Identify the role of any sub consultant firms (5 points) - The firm's qualifications to fulfill that role shall be presented briefly. Key personnel shall be identified and their professional qualifications and project experience presented in the same manner as in-house resources.
8. Why Twin Transit should select this firm? (10 points) - This is the opportunity to explain why the firm's unique approach and superior capabilities would lead to selection by Twin Transit. Prior work experience with Twin Transit, history of project excellence in other areas all can be presented in this section.

Contract Limitations

Twin Transit reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate Consultant's qualifications, to accept any proposal that may be deemed in the best interest of Twin Transit and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract for services. Contract will be awarded based on fund availability. Either party may terminate the contract with a letter of notification. Notification must be given 30 days in advance.

Twin Transit, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.