



Request for Proposal

Vehicle Procurement

Project Title:

COMMERCIAL ADA VANS $\frac{3}{4}$ OR 1 TON

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. Lewis County, Washington is a highly rural area where residents often struggle with access to reliable transportation.

In November of 2020, Twin Transit started a door-to-door transportation program, called DARTT, with the goal of alleviating the transportation burden and connecting residents in need with employment, education, and life essential services. This program provided 20 rides during November of 2020, our first operational month, but steadily grew to over 485 rides in November of 2021. As demand increased, Twin Transit expanded the DARTT service area to encompass a much wider region, including Napavine, Morton, Pe Ell, Tumwater, Mossyrock, and Toledo. DARTT also began providing rides to the regional population centers of Lacey and Olympia, where the majority of medical specialists are based.

This program has proven essential for the many residents who have come to depend on it. With DARTT, we have helped senior citizens who are no longer able to drive, but who are every bit as fiercely independent and full of life as ever. We have helped students get to and from college, in pursuit of their degrees. We've helped riders get to and from work. We've helped those with disabilities – both permanent and temporary – maintain independence and live life to the fullest. We've helped people get to medical appointments and supported them through ongoing medical treatments like chemotherapy and dialysis. For our community, where so many struggle with poverty and the barriers presented by lack of transportation, DARTT has been life changing.

Project Background

Twin Transit will utilize state Paratransit Special Needs Transit Formula Funds for the purchase of five (5) Commercial ADA Vans to replace our outdated cutaway buses, which have greatly exceeded their useful lifecycle. This request is essential for the continuation of our DARTT (dial-a-Ride) and LIFTT (paratransit) programs. The desired technical specifications are included below.

Twin Transit Commercial ADA Van Specifications:

- Flush-mount tracking throughout flooring of the van
- 2 ADA Wheelchair Positions
- 8 Total (4 per chair) Tie Down Restraints must attach to floor with a lock-in-place, self-retracting twist lock mechanism
- Rear 1000lb Lift
- (2) Double Flip-Up and Storable Seat Configuration, Street Side
- Single Seat, Curb Side. Seat must be able to reconfigure to accommodate multiple platforms.
- Back Up Alarm
- D.O.T Safety Package
- Anticipated Delivery Date of June 1, 2022

Submission Instructions

Responses may be emailed to the Twin Transit Executive Director, Joseph Clark, no later than 11 a.m. on Friday, March 18, 2022. Submissions can be provided in either Excel or PDF format, depending on the nature of the attachment. Respondents should not include attachments in any other format. If respondents submit more than one attachment, please clearly label and number each attachment.

If mailed or delivered, submittals must be **received by 11:00 AM on Friday, March 18, 2022. Postmarks will not be accepted.** Submittals received after the deadline will not be considered.

Please mail or hand-deliver proposals to:

Twin Transit
Attn: Joseph Clark
212 E. Locust St.
Centralia, WA 98531

Questions about the meaning or intent of information provided in this RFP are to be directed to Joseph Clark via e-mail at joe@twintransit.org.

Selection Criteria

Submittals will be evaluated and ranked based on the following criteria:

- 1) Ability to deliver equipment by June 1, 2022
- 2) Estimated cost to complete the project
- 3) Past performance and references

The RFP submittal must include the following elements:

1. Cover Letter (10 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 (10 points) - This discussion should communicate the firm's understanding of the project tasks and deliverables.
3. Outline of Project Plan (25 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 (30 points) – Prepare an estimate of the amount of money you intend to charge Twin Transit for completing this project.
5. Statement of Firms Experience (25 points) - Present relevant project experience. 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.

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.