

NANTUCKET REGIONAL TRANSIT AUTHORITY (NRTA)

REQUEST FOR PROPOSALS (RFP)

ARCHITECTURAL/ENGINEERING SERVICES

The Nantucket Regional Transit Authority (NRTA) is seeking to contract with a qualified architectural/engineering firm (hereinafter called firm) to provide services for NRTA to evaluate the Greenhound building in the downtown of Nantucket. NRTA is seeking to determine what would have to be done to the building to accommodate NRTA administrative offices and a passenger waiting and information center. A scope of work is included in this RFP. The building is located at 10 and 12 Washington St, The firm selected will have to be qualified to do business in the Commonwealth of Massachusetts. The firm will be under contract with NRTA and report directly to the NRTA Administrator and related staff.

I. AUTHORITY TRANSIT SERVICES

The Nantucket Regional Transit Authority (NRTA) was created pursuant to the provisions of Chapter 161B of the Massachusetts General Laws of the Acts of 1973.

The Authority is given general responsibility to develop, finance, and contract for the operation of mass transportation facilities and services within its territory. The territorial area of the Authority is the Island of Nantucket.

The day-to-day affairs of the Authority are managed by an Administrator who is appointed by the Advisory Board. The Advisory Board consists of members of the Nantucket Board of Selectmen. The Administrator works closely with the Town Manager on daily issues.

NRTA oversees operations of demand response services and fixed route bus services for the Island and other related mass transit services. All NRTA vehicles are wheelchair accessible and comply with the Americans with Disabilities Act (ADA). NRTA offers a number of services to assist customers in becoming more transportation independent. NRTA owns certain vehicle and facility assets which are operated by its contracted operator(s).

II. Scope of Services

The Nantucket Regional Transit Authority (NRTA) is initiating a review of the Greenhound building in downtown Nantucket. The Greenhound building is currently owned by the Town and the NRTA is responsible for its operations. The building serves as the downtown stop for NRTA buses leaving and coming into the downtown. It also provides space for the local food pantry to house and distribute food and other resources. The pantry operation is planning to move out this Fall and the NRTA is interested in making improvements to the building. The NRTA will be hiring an experienced firm to perform a review of the building and determine what options the NRTA has to develop office space etc. in the facility.

The NRTA has existing plans and related information on the building for review. The NRTA would like the following scope of work to be undertaken by the selected firm which should provide to the NRTA what could be accomplished with the building.

The NRTA is considering moving its Administrative offices into the building. This would consist of at least four offices, adequate restroom facilities, storage space and a conference room for meetings. Additional space would be needed for the passenger waiting area as well as an information desk area to give out bus related information.

The selected firm will be required to review the existing plans for the building and related materials as well as local zoning and other related codes for buildings in the downtown.

The firm will meet with NRTA staff to gain a better understanding of its needs for administrative space and the operation of the passenger waiting and information center.

The firm will complete a thorough walk through of the building to assess the current structure, and infrastructure to determine what code issues are present that would need to be addressed if administrative space is to be created. The firm would review all building systems to determine what would have to be done to meet current code to construct office space.

The firm will present its findings to NRTA staff and an estimated cost to undertake the building improvements.

Following a review with the NRTA staff the firm would compile a report on its findings for the NRTA to use in discussions with the Town and other agencies for funding.

IV. PROPOSAL CONTENT

Each proposal must be submitted fully including the Management response, cost proposal, and certifications.

All proposals shall include at a minimum the following:

1. Signed cover letter on official business letterhead to include the following:
 - a. Name of firm, address, name of contact person, and phone number;
 - b. Describe the firm, including its staff size and location of offices;
 - c. The signature of an official authorized to bind the proposer to all of the RFP's provisions.
2. Narrative description of the firm's services and any differences relative to other firms. Include enough substantive discussion to demonstrate an understanding and comprehension of NRTA's scope of services and objectives. Include any additional information that may be useful to NRTA in evaluating the qualifications of the firm.
3. Provide resumes for the proposed personnel that might be assigned to the contract. The resumes should include a description of the individual's general qualifications and experience, availability, as well as experience in the transit and/or government industry.
4. Provide a list of at least three clients that may be contacted as references. Please include any current or former transit clients.
5. Identify the proposed fee, including estimated hours, rates, and any additional charges. . Describe any optional services that the firm may propose to provide. If optional services are in addition to the fee quotation, indicate the basis for the charges.

V. EVALUATION PROCESS

The proposals will be reviewed by the Authority's Administrator and staff. They will review the proposals, participate in any interviews, rank the list of companies and award the contract. They may recommend the Authority negotiate with one or more companies, or that NRTA award a contract to a specific firm.

The Authority reserves the right to request additional information from any proposer at any time during the evaluation and selection process.

The proposals will be evaluated using the following criteria:

1. Qualifications and experience of the proposed team, with emphasis on the experience of the partner-in-charge's experience.
2. Quality of Proposal
 - a. Degree to which proposal reflects understanding and comprehension of the RFP's scope and objectives.
 - b. Quality of proposer's resources relative to the needs of the project and the RFP's specifications.
3. Technical Qualifications of the Firm:
 - a. General qualifications of partner-in-charge and proposed team;
 - b. Transit industry experience;
 - c. Technical resources available;
 - d. Reliability, reputation and stability of the firm;
 - e. Staff resources and ability to meet scheduled deadlines.
4. Cost Proposal Evaluation.

All companies submitting proposals must recognize that the fees, terms and provisions of a final agreement with NRTA will be negotiated with the selected firm. The selected firm's proposal shall form the basis of those negotiations although NRTA reserves the right to negotiate over all aspects of the proposal.

If NRTA is unable to reach an agreement with the selected firm, NRTA reserves the right to terminate negotiations and enter into negotiations with the next highest rated firm selected.

VI. CONTRACT NEGOTIATIONS

All proposals received from responsive proposers will be evaluated according to the Evaluation Criteria stated above. The Authority may make a selection based on the original proposals and interviews, without negotiation with any proposer.

If, as a result of the evaluation of the proposals, the Authority determines that more than one proposer is within a competitive range, it will negotiate with all proposers within the competitive range - that is, with all proposers that the Authority determines have a reasonable chance of being selected for award based on the professional and technical elements of their proposals and the results of the interviews.

Upon completion of the negotiations, the Administrator will make the final approval. A notice of award will be issued to the successful proposer. All other proposers will be notified of the outcome of the selection process.

VII. ADMINISTRATIVE SPECIFICATIONS

A. Proposal Submission:

Two (2) bound hard copies of the proposal should be mailed or delivered to: Gary Roberts, Administrator, Nantucket Regional Transit Authority, 20 R South Water St., Nantucket, MA 02554, prior to 2:00 p.m. on August 22, 2025. All proposals must be in a sealed envelope clearly marked "ENGINEERING SERVICES PROPOSAL". Proposals received after the above noted deadline will be rejected and returned unopened.

Issuance of the Request for Proposal does not commit the Authority to award a contract, to pay any costs incurred in preparation of the proposal, or to contract for services or supplies. The Authority reserves the right to reject any and all proposals, in whole or in part, to waive any formalities, and to re-advertise or to discontinue this process without prejudice.

Attached to this proposal are the required compliance certifications, forms and regulations. All certifications and required forms must be submitted with each proposal. The certifications and required forms are listed below and are found in Exhibit 1:

1. Addendum Page
2. Completeness of Proposal
3. Statement of Proposer's Qualifications
4. Non-Collusion Affidavit
5. Requirement of Revenue Enforcement and Protection Program, Commonwealth of Massachusetts

B. NRTA's Rights to Proposals

All proposals, upon submission to NRTA, shall become its property for use as deemed appropriate. By submitting a proposal, the proposer covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. With regard to the proposals submitted, NRTA has the following rights and prerogatives:

1. To accept or reject any or all proposals
2. To correct any arithmetic errors in any or all proposals
3. To change the proposal's due date upon appropriate notification to all potentially interested companies.
4. To eliminate any mandatory RFP specifications that is found to be unmet by all proposers in the evaluation of received proposals
5. To adopt any or all of a successful proposer's proposal
6. To negotiate modifications to the scope, cost and contract terms and conditions with the selected proposer prior to contract award only if such is in the best interest of NRTA
7. To disqualify an proposer from receiving the award if such proposer, or anyone in the proposer's employ, has previously failed to perform satisfactorily in connection with public bidding or contracts
8. To revise/amend any provision of this RFP by written notification to all potentially

- interested companies, prior to proposal submission
9. To eliminate any requirement that is found to be unmet by all proposers · To make inquiries, by means it may choose, into the proposer's background or statements made in the proposal to determine the truth and accuracy of all statements made therein
 10. To select and award the contract to the proposer whose proposal represents the best value to NRTA
 11. To begin contract negotiations with the next highest best-value proposer(s) responsive to this RFP (should NRTA determine that the negotiations with the selected proposer will not result in a contract) without again requesting proposals

C. Inquiries and Information

All questions concerning this solicitation must be directed only to Gary Roberts, Administrator, by email at groberts@nantucket-ma.gov. The last date to submit questions for this solicitation is 5:00 pm, August 14, 2025. Should a firm be unable to communicate via e-mail, all questions must be submitted in writing and mailed or faxed to the NRTA Administrator.

D. Protest Procedure

- a. Protests will only be accepted by NRTA from prospective bidders or proposers whose direct economic interest would be affected by the award of the contract or refusal to award a contract. NRTA will consider all such protests, whether submitted before or after the award of the contract. All protests must be in writing and conform to the following requirements:
 1. Be concise and legally arranged.
 2. Provide name, address and telephone number of the protester.
 3. Identification of the solicitation or contract number.
 4. Provide a clear and detailed statement of the legal and factual grounds of the Protest including copies of all relevant documents.
 5. A statement as to what relief is requested.
- b. A protest before the Bid/RFP opening addressing the adequacy of the Invitation of Bid, RFPs, including the pre-award procedure, the Instruction to Bidders, general terms and conditions, specifications and scope of work must be filed with NRTA not less than seven (7) full working days before bid opening. Thereafter, all issues and appeals are deemed waived by all interested parties. Upon receipt of the written protest NRTA will determine if the bid/proposal opening should be postponed. If the bid/proposal opening is postponed, NRTA will immediately contact prime contractors and subcontractors who received a copy of the specifications that a protest has been filed and the bid/proposal opening is postponed until a final decision is issued. Any appropriate addenda will be issued regarding a rescheduling of the bid opening. Any protest may be withdrawn at any time before NRTA has issued its decision.
- c. A protest of a decision of NRTA to award a contract to a prime contractor or a subcontractor must be received by NRTA within ten (10) full working days of its decision. This protest shall conform to the requirements of A above. Thereafter, such issues are deemed waived by all interested parties. When a written protest against making of an award is received the award shall not be made until five (5) days after the matter is resolved. NRTA may, however, proceed to make an award if it determined that:

1. The items to be produced are urgently requested; or
2. Delivery or performance will be unduly delayed by failure to make the award promptly;
3. Failure to make a prompt award may otherwise cause undue harm to NRTA, the Commonwealth of Massachusetts, or the Federal Government.

EXHIBIT 1

COMPLIANCE CERTIFICATIONS, AND FORMS

Please note: All Forms and Certifications in this section must be completed and returned with Proposal

Nantucket Regional Transit Authority

ADDENDUM PAGE

The undersigned acknowledges receipt of the following addenda to the Proposal documents (give number and date of each):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Failure to acknowledge receipt of all addenda may cause the Proposal to be considered not responsive to the invitation, which would require rejection of the Proposal.

Signature

Title

Date

Nantucket Regional Transit Authority

COMPLETENESS OF BID/PROPOSAL

I hereby certify that I have read and understand all BIDDING/PROPOSAL documents and any amendments submitted by the Nantucket Regional Transit Authority and that I have fully complied with all provisions of the same.

I further certify and represent that any omission or deviation from these documents may or will, at the sole discretion of NRTA, render this proposal unresponsive and ineligible for further consideration in this process.

Company Signature

Address Name

Title

Telephone # Date

Nantucket Regional Transit Authority

STATEMENT OF PROPOSER'S QUALIFICATIONS

All questions must be answered. The date given must be clear and comprehensive. This statement must be notarized.

1. Name of Proposer: _____ 2.

Business Address: _____ 3.

When Organized: _____

4. Where Incorporated: _____

5. How many years has your firm been engaged in this business under its present name?: _____

6. Have you ever refused to sign a contract at your original proposal or proposed price?: _____

7. Have you ever defaulted on a contract: _____

8. Will you, upon request furnish any other information (appropriate to this solicitation) that the Authority may require?: _____

9. The undersigned hereby authorizes requests of any appropriate person to furnish any information requested by NRTA in verification of the recitals comprising this Statement of Proposer's Qualifications.

Signed by: Name and Title

DATE: _____

Nantucket Regional Transit Authority
NON-COLLUSION AFFIDAVIT

State of _____

County of _____

_____, being first duly sworn,

deposes and says that he/she is _____ (a partner or officer of the firm of) and that the party made the foregoing PROPOSAL/BID; and that such proposal is genuine and

not collusive or sham; that said proposer/bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any other proposer, bidder or person, to put in a sham proposal/bid or to refrain from bidding, and has not in any manner, directly or indirectly,

sought by agreement or collusion or communication or reference, with overhead, profit or cost element of said proposal price, or of that of any other proposer/bidder, or to secure any advantage against the Authority or any person interested in the proposed Contract; and that all statements in said Proposal/Bid are true and correct to the best of his/her knowledge.

Signature of: _____

Name if the proposer/bidder is an individual _____

Partner if the proposer/bidder is a partnership _____

Officer if the proposer/bidder is a corporation _____

SUBSCRIBED AND SWORN TO before me on this the ____ day of _____, 20____

My Commission expires _____

Signature – Notary Public _____

Nantucket Regional Transit Authority
CERTIFICATE
REQUIREMENT OF REVENUE ENFORCEMENT AND PROTECTION
PROGRAM COMMONWEALTH OF MASSACHUSETTS

In accordance with the provisions of the Revenue Enforcement and Protection Program and the requirements thereunder as enacted by Sections 35 and 36 of Chapter 233 of the Acts and Resolves of 1983 NRTA must obtain an attestation from a provider of goods or services that said provider is in compliance with all laws of the Commonwealth relating to taxes.

According to the law any person or company failing to execute the attestation clause shall not be allowed to obtain a contract.

NOTE: Any questions concerning the law or its implementation may be directed to the Massachusetts Department of Revenue, Leverett Saltonstall Bldg., 100 Cambridge Street, Boston, Massachusetts 02204, TELEPHONE: (617) 727-4201.

REQUIRED ATTESTATION CLAUSE

Pursuant to M.G.L. Ch. 62C, Section 49A I certify under the penalties of perjury that I, to the best knowledge and belief, have filed all state tax returns and paid all state taxes required under the law.

Security Number of *Signature of Individual or
Federal Identification No. Corporate Name

**Social

By _____
Corporate Officer (If Applicable)

*Approval of a contract or other agreement may not be granted unless this certification clause is signed by the applicant.

**Your Social Security number may be furnished to the Massachusetts Dept. Of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L.C62cs.49a.

