



Bay Area Transportation Authority

**Fixed Route CAD/AVL and Route  
Planning Intelligent Transportation  
System**

Request for Proposal # BATA-1-2021

**Due: December 24, 2021, at 4:00 PM EST**

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# 1 Statement of Work

## 1.1 Background

The Bay Area Transportation Authority (BATA) operates public transportation services throughout Grand Traverse and Leelanau Counties in Northwest Lower Michigan and provides more than 500,000 rides a year. The service area population is roughly 100,000 persons, with 40,000 of these living within the core urbanized area. BATA offers transportation through two distinct types of services: fixed route and micro-transit/demand response. Service information is available on the BATA website at [www.BATA.net](http://www.BATA.net). At this time, all services of BATA are directly operated by the transit system. BATA operates a mixed fleet of more than 80 vehicles of various manufacturers (approximately 50 fixed route and 30 demand-response).

The primary service provided by BATA consists of fixed route bus service (Loop) in the urban area and rural areas of the two counties of service. Service is provided on five urban routes, which are branded as 'City Loops' from 6:00 a.m. to 10:00 p.m. on weekdays. Saturday service is provided beginning at 9:00 a.m. and ending by 9:00 p.m. Sunday service is provided beginning at 9:00 a.m. and ending by 8:00 p.m. Our other fixed route bus service in the rural area is branded as 'Village Loops', with service from 5:00 a.m. to 9:00 p.m. on weekdays, with weekend service from 9:00 a.m. to 7:00 p.m. Our third fixed route service is our Bayline route. The Bayline is a free route, with frequency every 15 minutes, with service hours of 6 a.m. to 9 p.m. daily.

In addition to fixed route service, BATA provides micro-transit and demand/response curb-to-curb transportation (Link) service known as Link On-Demand. This service operates during the same hours and days as the fixed route service, with both an urban-area 'City Link/Link On-Demand' and a rural area 'Village Link'. Between 10-15 vehicles are typically operated the Link service at peak and reservations are accepted.

BATA services are provided with the support of federal, state, and local revenues, with an annual operating budget of approximately \$9,819,349 in eligible expenses.

Facilities: BATA operates three primary facilities. First, an administration and maintenance facility, located in the Township of Garfield, provides support services, and serves as a bus stop or transfer location. Second, an intermodal passenger facility is located in the City of Traverse City's downtown area. This facility serves as a fixed route bus hub and as an Indian Trails waiting and ticketing location for two daily intercity bus departures. Our third facility is located in the Township of Garfield and serves as our training facility and maintenance storage facility. NOTE: BATA will be building a transit headquarters facility that will be completed in 2022-23.

## 1.2 Project Summary

BATA does not currently have a fixed route CAD/AVL solution. BATA has a rudimentary AVL tracking system using mobile data terminals and uses a demand-response/paratransit software to accommodate fixed route operations.

The scope of this project is to acquire a fixed route CAD/AVL software and hardware to equip BATA's fixed route transit vehicle fleet. The responder's proposal should include the supply of all software, equipment/hardware (or offer a vendor), as well as delivery, installation, configuration, warranty, training and licensing. All equipment must be new, able to perform to the manufacturer's specifications, and must be warranted against defects in material and workmanship with the product warranty fully described. Proposals must also include any training provided to agency staff and training manuals for both operational and maintenance tasks. The solution must be able to grow with BATA's ridership demand and future growth.

BATA operates a mixed fleet of about 80+ vehicles of varying manufacturers, makes, models, and sizes. BATA is procuring the equipment to fully outfit 55 fixed route vehicles. At any given time up to 30 vehicles are on the road providing fixed route service. The project will include a subset of BATA's fleet, which could include any of the following vehicles, to be decided after selection based on business needs, vendor capabilities, and vehicle availability:

- Ford E-450 (2016 – 2020) Length (22 – 25')
- Ford E-550 (2018 – 2020) Length (25')
- Ford Transit 350 HD (2018) Length (22')
- Champion Challenger (2008 - 2010) Length (25-27')
- Thomas Built MVP EF (2011-2012) Length (32'7")
- Freightliner MB (2003) Length (32')

### 1.3 Project Specifications

The following is a list of *minimum* requirements.

#### Fixed Route System

- Cloud-based or browser-based SQL server communications system enabling the scheduling of driver assignments, driver manifest, trip schedules, automatic trip status updates, GPS vehicle location, turn-by-turn directions based on vehicle tracking (AVL) and route navigation.
- In-depth ridership and performance data reporting suite that meets NTD requirements and provides data such as vehicle start and ending mileage, daily run productivity, and on-time performance.
- Automated tablets or MDTs that interface with cloud-based server through a built-in cellular modem, radio, or other information transfer system. The tablets enable drivers to receive GPS map directions, and the ability to send and receive text messages from transit support staff. NOTE: If responding vendor does not provide or offer hardware, please build a hardware estimate into the estimate.
- Integration Expectation – Integrate or offer a complete run-cut solution with an option for full flexibility in meeting best practice and labor rules. Integration with demand-response / micro-transit solutions also a plus.

**Please respond** to every requirement listed in the "checklist" format below using the following coding in the vendor response column.

- **Y = Yes**

This is a standard feature provided by the integrated system - either from the Proposer or a partnered sub-Proposer. This feature requires NO additional equipment, routines and/or programs, user programming, use of a report writer, or query facility.

- **N = No**

This is not a standard feature provided by the integrated system, either from the Proposer or a partnered sub-Proposer. This feature cannot be obtained through any means available to the Proposer. We are unable or unwilling to modify the product (and still maintain support for the product, future upgrades, etc.) to provide this feature.

- **A = Available**

This is not a standard feature provided by the integrated system. However, the Proposer is willing to pursue customizing to include this feature. If customization is done, the Proposer will continue to support the customized system including supplying updates of related software maintaining the custom features. Items marked “Available” should include an estimate of the effort required to include in the system, to maintain and upgrade, when necessary. The estimate should include a numeric estimate of the number of labor-hours required to accomplish the change. Proposers shall supplement the effort estimate with a cost estimate if there is a charge for it in addition to the fixed price submitted by the Proposer in their pricing.

**Comments:** The “Comments” section can be utilized to show whether the package is amended by query, report writer, customized code, etc. to meet the requirements.

<b>Central System and Reporting</b>	
<b>Computer Aided Dispatch and Automatic Vehicle Location (Fixed Route CAD/AVL)</b>	<b>Vendor Response</b>
The proposed CAD/AVL system must be cloud-based (preferred) or browser based on-site SQL server (acceptable) or other available technology. If the server is to be located on premises, then Proposers must provide or recommend the required hardware.	
Comments:	
The CAD/AVL system must support local workstations and remote access by agency, provided on ruggedized mobile computers/laptop/tablets/devices.	
Comments:	
Standard reporting offerings meeting NDT reporting requirements with customization of reports as needed. Examples include: ridership, mileage, time of day, route performance, bicycles, max capacity, etc.	
Comments:	
The CAD/AVL shall maintain all data received from the fleet and dispatcher activity and make it available for historical reporting and viewing.	
Comments:	
GPS / real-time tracking for both internal and external applications with Trip Planning functionality and mobile app and web integration.	
Comments:	
Real-time GTFS integration with an open API with the ability to integrate into third party applications such as Google Transit and the Transit app. Vehicle seating capacity availability would be beneficial as well.	
Comments:	

The CAD/AVL shall monitor all vehicles powered-on and all operational data associated with the vehicle and vehicle operator. The CAD/AVL should also display the last known location of vehicles powered-off.	
Comments:	
The CAD/AVL shall correlate the operational data for each vehicle and operator and provide multiple views of this information to simplify the management of the fleet and operators.	
Comments:	
The CAD/AVL shall provide for management of user preferences and rights by user.	
Comments:	
The CAD/AVL displays should include on a digital map as the basis for route system display. Proposals shall detail how maps are updated.	
Comments:	
<ul style="list-style-type: none"> <li>• CAD/AVL maps should allow the user the following features at a minimum:</li> </ul>	
<ul style="list-style-type: none"> <li>• Display of road network.</li> </ul>	
<ul style="list-style-type: none"> <li>• Route path display for a single route and multiple routes. Multiple routes must be distinguishable from each other</li> </ul>	
<ul style="list-style-type: none"> <li>• Vehicle icon, direction of travel, and vehicle status</li> </ul>	
<ul style="list-style-type: none"> <li>• Road distance tool and turn by turn navigation</li> </ul>	
<ul style="list-style-type: none"> <li>• User configured filters of what information to display for a vehicle</li> </ul>	
<ul style="list-style-type: none"> <li>• Find a vehicle based upon user defined criteria</li> </ul>	
<ul style="list-style-type: none"> <li>• Track a vehicle</li> </ul>	
<ul style="list-style-type: none"> <li>• Viewing of time-points on routes</li> </ul>	
<ul style="list-style-type: none"> <li>• Viewing of stops on routes</li> </ul>	
<ul style="list-style-type: none"> <li>• Viewing of vehicles schedule adherence.</li> </ul>	
<ul style="list-style-type: none"> <li>• Entering and displaying detours, accidents or road construction</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to accommodate deviation and flag stop requests as needed</li> </ul>	
Comments:	
The system shall provide dispatchers the ability to logon or logoff a vehicle operator.	
Comments:	
The CAD/AVL system should provide means of text messaging between dispatch and the driver operator. Text messaging should provide for canned and custom messages and responses. The system shall also provide for text to voice technology enabling dispatchers to text a message that an operator should hear in a vocal format.	

Comments:	
The CAD/AVL shall have the capability of displaying route and schedule adherence (running Hot/Cold) information for dispatchers and drivers.	
Comments:	
The CAD/AVL shall provide dispatch alerts such as a pop-up message whenever a bus goes off route or has not moved for the agency's configurable and selectable periods of time.	
Comments:	
The CAD/AVL shall provide capabilities, displays and tools for headway visualization and a means of displaying vehicle bunching or gapping that may require dispatch intervention.	
Comments:	
When a vehicle is behind schedule, the CAD/AVL shall provide dispatchers the capability to deviate a vehicle from its assigned route to a point further down the route thereby placing the vehicle back on schedule. The system must factor out time points skipped in this process so as not to negatively effect on-time performance reports. Additionally, this route deviation process must update the passenger information system to provide accurate information and passenger communications. On-time service points will be user defined and easily adjusted.	
Comments:	
The CAD/AVL shall have the capability to receive vehicle operator activated emergency alarms (audible and visual) and immediately display alarm information to dispatchers and the agency's defined staff.	
Comments:	
Upon receipt from the vehicle of a request to cancel the emergency alarm, the dispatcher shall have the ability to easily cancel the CAD/AVL emergency alarm mode.	
Comments:	
The CAD/AVL system should have the capability to capture the agency's configurable incidents (such as emergency alarms, hard braking or vehicle impacts detected by the video system, etc.), save data related to incidents and create CAD/AVL supported reports.	
Comments:	
The CAD/AVL system shall provide for vehicle and operator data replay selectable by specific vehicle, location, and time periods.	
Comments:	
The AVL system must provide a wide range of CAD information to road supervisors and maintenance shop trucks through awarded Proposer provided	

ruggedized laptop computers, ruggedized tablets, or other ruggedized automation device. The devices provided must be easily mountable/removable from the support vehicle and provided with appropriate accessories to maintain the device's electrical charge.	
Comments:	
The CAD/AVL proposal must be able to provide the maintenance department and the dispatch office a large display screen, displaying all active transit routes and current location of fleet vehicles operating those routes.	
Comments:	
The proposal shall provide details of other available CAD capabilities not mentioned above that provide for improved management of transit operations.	
Comments:	
Ability for a single point login to the system for driver and dispatch staff.	
Comments:	
Bus resource allocation (digital bus board) allowing fleet maintenance and dispatch to assign vehicles by number, type, vehicle capacity as needed.	
Comments:	
Integrates with or provides an account-based payment, smart card, pass, mobile or other payment system. Code functionality to pay for rides with third party billing is also a plus.	
Comments:	

Component	Requirements
Equipment/Software	<ul style="list-style-type: none"> <li>• Software and hardware (if offered – tablet, MDT, etc.)</li> <li>• Proper performance at all travel speeds commonly operated by BATA buses</li> <li>• Capable of operating consistently in BATA's service area, including the cold and snowy winter months and hot summer months                             <ul style="list-style-type: none"> <li>○ Include the operating temperature range and any other weather-related limitations in the Project Approach</li> </ul> </li> </ul>
Installation / Labor / Customer and Technical Support	<ul style="list-style-type: none"> <li>• Proposal includes all labor, travel, shipping and appropriate materials to install the equipment</li> <li>• Proposal includes ongoing customer, technical and product support and guidance as needed for the duration of the agreement</li> </ul>
Miscellaneous Vehicle	<ul style="list-style-type: none"> <li>• Spare parts list or bill of materials</li> </ul>
Data Sharing / Upgrades / Development and Customization Flexibility	<ul style="list-style-type: none"> <li>• Willingness to share data received and utilized by the system to inform research tasks and assessment of overall project goals</li> <li>• Software upgrades included while under agreement</li> <li>• Ability and flexibility to consider development ideas or customization to meet business needs</li> </ul>
BATA Staff Training	<ul style="list-style-type: none"> <li>• Training includes a minimum of up to five hours total of group instruction (webinar or in person) as well as printed user guides, training manuals, or other references, and covers the following topics:</li> </ul>



Component	Requirements
	<ul style="list-style-type: none"> <li>○ For management: how the system works</li> <li>○ For operators: how to understand and successfully use the system</li> <li>○ For IT/Maintenance: how to maintain and repair the system</li> </ul>
Connectivity	<ul style="list-style-type: none"> <li>● All input and output cables must be supplied. BATA will supply cellular connectivity.</li> </ul>
Mounts	<ul style="list-style-type: none"> <li>● The Vendor should propose mounting locations that minimize incidence and severity of damage due to contact</li> <li>● The Vendor should also consider internal mounting locations for any support equipment</li> </ul>
Power Supply	<ul style="list-style-type: none"> <li>● Replaceable</li> </ul>
Warranty	<ul style="list-style-type: none"> <li>● Minimum of 2 years</li> <li>● Parts and labor included</li> <li>● Next business day or mail-in repair service</li> </ul>
Contract Length	<ul style="list-style-type: none"> <li>● Minimum of 3 years</li> </ul>

### Additional Feature Offerings or Integration

These features are not required, but having the ability to integrate or accommodate these technologies at a future date is also important:

- Automated Vehicle/Stop Announcements (AVA) – audio and visual (LED) functionality
- Automatic Passenger Counters (APC)
- Head sign / Marquee Integration
- Fare System Integration
- Pre/Post Trip Vehicle Inspections
- Workforce Scheduling Integration
- Fleet Management Integration
- Traffic Signal Priority (connected vehicles)
- Bus Stop/Shelter Signage Integration
- On-Board Passenger Wi-Fi
- On Vehicle Camera System Integration

## 2 Procurement Process

### 2.1 Issuing Office

This Request for Proposal (RFP) is issued by the Bay Area Transportation Authority (BATA), 3233 Cass Road, Traverse City, Michigan, 49684.

All communications regarding this project during the procurement process must be in writing and addressed to the Director of Communications and Development.

Eric Lingaur  
Director of Communications and Development  
Bay Area Transportation Authority  
3233 Cass Road  
Traverse City, Michigan, 49684  
E-mail: LingaurE@bata.net

## 2.2 Project Oversight

The oversight of this BATA Project is the responsibility of the BATA Project Manager or his/her designee. The person designated to perform as BATA's Project Manager AFTER AWARD of the Project is named below.

- Eric Lingaur - Director of Communications and Development
- Brian Klaf - Technology Coordinator

The Vendor will be required to work with BATA staff and other agencies as directed by BATA throughout the duration of the Contract and attend Progress Meetings as required by the BATA Project Manager.

## 2.3 Proposal Requirements

To be considered for award, each respondent must submit a complete response to the RFP, using the designated format and accepting all federal and state requirements. Proposals are to be submitted only to BATA. No other distribution of proposals is to be made. Before submitting a proposal, firms shall carefully examine the scope of work and shall fully inform themselves as to all existing conditions and limitations and shall indicate in the proposal all items requested.

An official authorized to bind the respondent to the proposal must sign the Signature Page of the proposal in ink. It is to this person and at this email address that BATA will provide notices and other matters regarding this RFP after submission. Submission of a proposal shall bind the respondent to all provisions of the proposal, including costs, for a period extending not less than 90 days following the Proposal Due Date, which is stated in *Section 2.5: Schedule of Activities*.

Respondents shall submit five proposal copies and one electronic (PDF) copy on a CD/DVD or flash drive. Additional instructions for submission are included in *Section 2.8: Submission*. **Proposals, including the Price Proposal, must be submitted to BATA by the Proposal Due Date.** The respondent is solely responsible for the timely delivery of the proposal to BATA. Late proposals will not be considered.

Proposals shall be organized as follows:

Section 1: Cover Letter

Section 2: Signed Signature Page (Attachment A)

Section 3: Project Approach (including examples of and references for at least three similar projects)

Section 4: Price Proposal Form (Attachment B)

Section 5: Signed Federal Certifications (Attachment D) Materials and Supplies More Than \$150,000

The proposal shall include descriptions and documents that respond to the requirements in *Section 1.3: Project Specifications* and meet or exceed these requirements. BATA will be the final authority in determining the responsiveness of submittals, including whether all sections described above have been included. All materials submitted become the property of BATA. After selection, proposals shall be a matter of public record available for review, unless an exemption is requested and approved, in advance, for protection of trade secrets.

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements and objectives of this RFP. Emphasis should be on completeness and clarity of content.

BATA is not liable for any cost incurred by any party prior to signing of a contract with that party and then only upon written authorization from BATA to proceed with the project.

## 2.4 Primary Vendor Responsibilities

The Vendor will be required to assume responsibility for all products and services offered in its proposal whether or not the Vendor performs them. Further, BATA will consider the Selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

If any part of the work is to be subcontracted, the prime contractor must provide a complete description of work subcontracted and descriptive information about the subcontractor's organization and capabilities. The prime contractor is totally responsible for adherence by the subcontractors to all provisions of the contract. All subcontractors must be included in the proposal and are subject to BATA review and written approval prior to their participation in the project. The selected consultant firm may need to have a third-party subcontract approved by the Michigan Department of Transportation.

The Vendor may be asked to provide additional goods or services that have not been outlined in this RFP. When additional goods or services beyond those outlined in this RFP and in the Vendor's proposal are identified, BATA and the Vendor will discuss the Vendor's ability to complete this work. If BATA determines the Vendor should provide such additional goods or services, the Vendor will provide a Request for a Task Order describing the goods or work to be done and all associated costs and prices. A written task order will then be issued by BATA. Task orders may have to be reviewed by the Michigan Department of Transportation (MDOT) before issuance, and cannot constitute a cardinal change.

## 2.5 Schedule of Activities

Activity	Date
RFP Released	Nov. 24, 2021
Written Questions to BATA Due By	Dec. 8, 2021
BATA's Responses to Questions Released	Dec. 13, 2021
<b>Proposals Due</b>	<b>Dec. 24, 2021</b>
Anticipated Award Date	Feb. 25, 2022
Project Start Date	May 1, 2022 (or sooner)

## 2.6 Contract Term

The term of the proposed contract will commence once both parties have signed the agreed upon legal document(s). The contract will continue for a three year period. The Vendor will be responsible for installing the equipment on BATA's vehicles, providing any necessary training to BATA's staff on the appropriate use and everyday maintenance of the equipment, and supporting the initial set up of a data interface. Once these preliminary steps are complete, the Vendor will provide additional support as needed to address any issues with the use of equipment and provide general technical support for the remainder of the contract term.

BATA reserves the right to extend the term of the contract resulting from this RFP if additional support is deemed to be required. Any extension will be in writing and may include additional funding. The Vendor's obligations concerning indemnity and any and all warranties shall remain in effect after termination of the contract.

## 2.7 Pre-Proposal Assistance

BATA will provide the same information to all interested parties to prevent unequal access to information and ensure impartiality in the procurement process. To that end, BATA will not respond to telephone inquiries or personal visits.

Submit written questions (via U.S. postal service or email) to BATA at the addresses below no later than December 8, 2021, at 4:00 PM EST.

Eric Lingaur

Director of Communications and Development  
Bay Area Transportation Authority  
3233 Cass Road  
Traverse City, Michigan, 49684  
E-mail: LingaurE@bata.net

Any clarifications or changes made to this RFP, in response to the questions or concerns raised through correspondence received by BATA, will be posted in writing on BATA's website at <http://www.bata.net/>. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the proposal document. No changes will be made to the RFP after December 13, 2021.

## 2.8 Submission

Proposals may be hand delivered, mailed, or sent via an overnight courier. Due to coronavirus impacts, electronic submission is also acceptable to [lingaure@bata.net](mailto:lingaure@bata.net).

Bay Area Transportation Authority  
Attn: Eric Lingaur  
3233 Cass Road  
Traverse City, Michigan, 49684

The proposal must be received by BATA by the date and time set forth in the Schedule of Activities. A postmark date on a mailed proposal will not be considered as being received. If a proposal is hand delivered, it must be delivered to the front desk at the above address. Late proposals will not be considered.

All proposals submitted in response to this RFP will become the property of BATA and will not be returned to the respondent. Proposals may be withdrawn in writing at any time prior to the due date and time. A proposal may also be withdrawn in person by a proposing firm, provided the withdrawal is made prior to the due date and time. The proposing firm must sign a receipt of withdrawal. No proposal may be withdrawn after the due date unless there is a material error in the proposal. Withdrawn proposals may be resubmitted, with or without modifications, up to the due date and time. BATA shall require proof of agency from person withdrawing proposal.

## 2.9 Acceptance of Proposal Content

The contents of this RFP, its attachments, and the proposal will become contractual obligations if a contract ensues. Failure of the successful respondent to accept these obligations may result in elimination of the respondent from the selection process. BATA reserves the right to waive any minor informalities or irregularities.

## 2.10 Evaluation Criteria

Submittals will be evaluated on the basis of the factors presented in this section, which are listed in order of importance. The review committee members are:

- Communications and Development Director, BATA
- Fleet and Facilities Manager, BATA
- Operations Manager/s, BATA
- Transportation Planner, BATA
- Technology Coordinator and/or Technician, BATA

They may be assisted by non-scoring technical advisors as needed (such as driver or dispatch staff).

BATA will award to the Vendor with the highest-scored proposal that represents the best value. Price is relatively less important than the other criteria as a whole. Award will only be made to a responsive and responsible firm.

- Qualifications and Experience – 40% (40/100)
  - Describe the qualifications of the firm, including years in business and successful experience with at least three similar projects.
  - Provide a minimum of three references, preferably public transit or government agencies to which the firm has provided similar services, or other entities that are familiar with the work of the firm. Include the address, phone number, email address, and contact name for each reference. Responses that do not include three references will be deemed incomplete and cannot be considered for selection.
- Project Approach / Solution – 35% (35/100)
  - Explain the general approach to meet this project's goals, including technologies offered, technical capabilities, installation, employee training, warranty, and ongoing technical support.
  - Describe your understanding of the requirements presented in this scope of work and your firm's demonstrated capability to perform the type of work requested.
- Price – 25% (25/100)
  - The price provided in the Price Proposal Form will include the cost for a new Fixed Route CAD/AVL and Route Planning ITS that will accommodate and equip 55 vehicles and will be evaluated based on the following formula: lowest proposal price divided by the proposal price being evaluated times available points.
  - Respondents must submit **exactly one Price Proposal Form with exactly one total price**. If a company responding to this proposal has multiple products, they must choose exactly one option (which could be a combination of products or a single product) to include in their response, with exactly one total price.
  - All travel costs billed will follow the State of Michigan's vehicle and travel rates. Current travel rates can be found on the Department of Technology, Management and Budget's website at: [http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_13132---,00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html).

## 2.11 Award

Based upon the Evaluation Criteria described above, a Review Committee will evaluate submitted proposals. BATA will award the contract to the most responsive, responsible proposer having proven experience as described herein. BATA reserves the right to award this contract not necessarily to the proposal with the lowest price but to the proposal that demonstrates the best value by the process described in *Section 1.1: Background*.

BATA may select respondents that are determined to be within the competitive range to participate in additional discussions and in further negotiations regarding their proposals. Original scoring of non-price criteria may be modified based on the results of the discussions. All firms within the competitive range will have equal participation in the discussions. BATA's goal is to obtain final and best offers from each of the firms from which it may then make a selection for final negotiations and award.

The final selection shall be made on a best value basis at the conclusion of negotiations, and may be based upon evaluation of the best and final offers unless a determination has been made instead to make an award on the basis of initial proposals without conducting discussions.

A response to any RFP is an offer to contract with BATA based upon the terms, conditions, and specifications contained in the RFP. Proposals do not become contracts unless and until BATA executes them. A contract has its inception in the award, eliminating a formal signing of a separate contract. For that reason, all of the terms and conditions of the contract are contained in the RFP, unless any of the terms and conditions are modified by an RFP amendment, a contract amendment, a Best and Final Offer, or by mutually agreed terms and conditions.

## 2.12 Payment and Contract Type

This solicitation will result in a firm, fixed price contract. Each respondent shall propose a total, all-inclusive price. This total cost will be evaluated for selection.

The Vendor shall provide all labor, equipment, and materials required for installation. The vendor shall also provide training for BATA staff to operate and perform routine maintenance after installation is complete. The Vendor may continue to support maintenance, including tasks covered by the warranty.

Progress payments for completed work may be made based upon milestones agreed to by the Project Manager. Recommended milestones are:

1. Equipment has been successfully installed.
2. At the conclusion of the initial contract.

Upon completion of a milestone, the Vendor will submit an itemized invoice to BATA.

## 2.13 Compliance with Laws and Regulations

The Vendor shall render the services required by this RFP in complete compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations. It shall be the responsibility of the Vendor to be familiar and comply with said regulations and policies. The Vendor shall also provide the BATA with satisfactory evidence of the Vendor's ability to obtain the required insurance and bonds from a company licensed by the Insurance Commissioner of the State of Michigan to transact surety business in the State of Michigan. The Vendor shall maintain insurances in force at all times during the term of this agreement, including comprehensive liability insurance at a minimum of \$1,000,000 per occurrence.

## 2.14 Independent Price Determination

By submission of a proposal, the respondent certifies that in connection with this proposal:

- The prices in the proposal have been determined independently and without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other respondent or with any competitor.
- Unless otherwise required by law, the prices that have been quoted in the proposal have not been knowingly disclosed by the respondent prior to award directly or indirectly to any other respondent or to any competitor.
- No attempt has been made or will be made by the respondent to induce any other persons or firm to submit or not submit a proposal for the purpose of restricting competition.

The person signing the Price Proposal Form certifies that she/he:

- Is the person in the respondent's organization responsible within that organization for the decision as to the prices being offered in the proposal and has not participated (and will not participate) in any action contrary to the requirements indicated in the bullets above.

## 2.15 Reservation of Rights

BATA reserves its rights to cancel, amend, or reissue this RFP or the project at any time and may cancel any award pursuant to this RFP or seek amended or new proposals for a sound, documentable, business reason.

BATA further reserves the right to:

- Reject all proposals and re-solicit or cancel the RFP for sound, documentable business reasons;
- Enter into a contract with any respondent, based upon the initial proposal, or on the basis of a Best and Final offer, with or without conducting written or oral discussions;

- Award a contract to a respondent other than the respondent that submitted the lowest price proposal.

The Vendor agrees to indemnify and hold the agency, its officers, agents, employees and/or trustees, harmless from and against any and all claims or causes of action brought against the agency and from any and all damages, losses, expenses, attorney fees, costs and liabilities sustained by the agency arising out of any claimed defect in the goods and services provided by the Vendor. The Vendor's obligation under this paragraph shall include the obligation to indemnify and hold the agency harmless for negligence, whether active, passive, or concurrent, in the performance of the agency's duties and obligations pursuant to this project and agreement.

## Attachment A: Signature Page

Company Name:	
Address:	Telephone Number:  Fax Number:
Email Address:	Federal Tax ID Number:
<p>Check <b>ONE</b> of the following:</p> <p style="text-align: center;">Partnership                  Non-Profit Corporation                  Profit Corporation</p> <p>Check <b>ONE</b> of the following. If you have a DBE status, submit current certificate with proposal:</p> <p style="text-align: center;">DBE                                  Non-DBE</p> <p>Other, Specify:</p>	
<p><b><i>I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder.</i></b></p> <p>Signature of Person Authorized to Sign:</p>	Title of Authorized Signatory:
Name of Authorized Signatory (print):	Date:
<p><i>The above individual is authorized to sign on behalf of the company submitting this proposal. Proposals must be signed by an official authorized to bind the provider to its provisions for a period of at least 90 days.</i></p>	
<p><b>EXCLUSIONS</b>                  Please list any exclusions for this RFP: <i>(Check here if a separate page is necessary, please indicate these are exceptions to any portion of this solicitation)</i></p>	



## Attachment B: Price Proposal Form

**Bay Area Transportation Authority**  
**Fixed Route CAD/AVL and Route Planning Intelligent Transportation**  
**System**  
**Request for Proposal # BATA-1-2021**

BATA is procuring a new Fixed Route CAD/AVL and Route Planning Intelligent Transportation System to be able to equip 55 vehicles for fixed route service (software and hardware). The price used for evaluation scoring will be the total price, evaluated by the following formula: lowest proposal price divided by the proposal price being evaluated times available points. Please present this total price to be evaluated. Exactly one price proposal form must be submitted per proposal.

**Total price = \$ \_\_\_\_\_**

Provide a signed and completed copy of this page as your Price Proposal.

Company Name: \_\_\_\_\_

Printed Name and Title of Signer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment C: Bid Protest Procedures

Contractors wishing to protest procurement decisions or processes must submit the protest in writing to the BATA, 3233 Cass Road, Traverse City, MI 49684. Protests about solicitation specifications or processes must be received ten (10) business days before the proposal due date. Protests received after the due date, but before the award must be received before 5 business days after the due date. Post award protests must be received by the BATA no later than five (5) business days after notification to all proposers of the contract award decision.

The written protest must identify the protesting party, clearly define the decision or process being protested and the reason(s) for the protest, and the relief desired of BATA's procurement award.

BATA reserves the right to not accept solicitations, postpone or extend the solicitation due date, cancel any award or re-solicit based on the protest received. The BATA Executive Director or her/his designee will review the written protest and provide a written decision to the protestor within ten (10) business days of receiving the protest.

The protestor can appeal the BATA Executive Director's or her/his designee's decision to the BATA Board. That appeal must be filed with the BATA Executive Director or her/his designee within five (5) business days of the Executive Director's or her/his designee's decision. The BATA Board decision on the appeal will be final.

Protestors can appeal the BATA Board's decision to the FTA Region V Office, 200 West Adams Street, Suite 320, Chicago, Illinois 60606, Phone: (312) 353-2789; FAX (312) 886-0351.

## Attachment D: Federal Clauses – Materials and Supplies More Than \$150,000