

**DELTA AREA TRANSIT AUTHORITY**

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ARCHITECTURAL AND ENGINEERING (A&E) SERVICES  
TO DEVELOP CATEGORICAL EXCLUSIONS  
TO EXEMPT FUTURE CONSTRUCTION FROM NEPA**

**DATA Solicitation Number: 2012-0070/P10**



2901 27th Avenue N.      PHONE(906)786-1187  
Escanaba, MI 49829      FAX    (906)786-0036

**Release Date:**

**August 2nd, 2018**

**Deadline for Proposals:**

**September 5th, 2018**

**Executive Director, John Stapleton**

**Contact Information:**

**John Stapleton – [director@sctransit.org](mailto:director@sctransit.org)**

**Cherie Gagnon – [cherieg@databus.org](mailto:cherieg@databus.org)**

***No phone calls will be accepted. Vendors may submit their questions or clarifications about this RFQ to the email addresses above by the date specified in the RFQ.***

**Scope of Service:**

Delta Area Transit Authority, 2901 27<sup>th</sup> Avenue N, Escanaba, Michigan, (hereafter referred to as DATA), is seeking architectural and engineering services (A&E) to complete a Categorical Exclusions (CE) for our facility at 2901 27<sup>th</sup> Avenue North, Escanaba, Michigan. The CE is required by the Federal Transit Administration (FTA) to exempt the site from the National Environmental Policy Act (NEPA). The CE requirements are attached (Attachment B).

The FTA requires the A&E services be procured according to the Brooks Act on a qualifications basis.

Timely completion of this project is important. Subcontracting is allowed.

**Proposal Content:**

Submissions must include the Qualifications Cover Page, Attachment C, signed in ink by an authorized official of the submitting organization. No copies will be accepted.

Submission can be brief (two to three pages acceptable). Submissions must include a description of the business organization, the firm's experience developing CEs, the qualifications of individuals performing the work, and three references with the references' contact information.

**DO NOT** send price information with the qualifications. The agency will negotiate price with the top scoring firm and the firm must provide a derivation of cost at that time. If the agency is unable to successfully negotiate price with the top scoring firm, the agency will end negotiations and negotiate price with the next highest scoring firm.

**Qualifications Submission:**

Firms must email one copy of their qualifications to John Stapleton at [director@sctransit.org](mailto:director@sctransit.org) and submit the original plus two copies of their qualifications to the Delta Area Transit Authority, 2901 27<sup>th</sup> Avenue N, Escanaba, Michigan 49829. Printed proposals may be submitted by mail or hand delivery in an envelope marked "A&E Services". All qualifications must be received by 4:00 P.M. on September 5th, 2018. Hand delivered qualifications must be delivered between 8:00 am and 4:00 pm. Late submissions will not be accepted. Qualifications may be withdrawn by written request prior to the due date.

**Conditions for Qualifications:**

Submitted qualifications become DATA's property. The contents of qualifications are considered valid for one hundred and twenty (120) days after the submission deadline. DATA reserves the right to waive any informalities or minor defects and to accept or reject any or all of the submitted qualifications or postpone the qualifications due date for sound, documentable, business reasons. Conditional qualifications will be considered non-responsive and may be rejected unless DATA gives specific approval to a written request received at least ten (10) working days prior to the due date. This RFQ does not commit DATA to award a contract, to pay any cost incurred in the preparation of qualifications, or to preclude DATA from canceling, in part or in its entirety, this RFQ for sound, documentable, business reasons.

This solicitation will result in a firm fixed price contract.

Questions about this RFQ must be submitted in writing by email to John Stapleton at [director@sctransit.org](mailto:director@sctransit.org) or to [cherieg@databus.org](mailto:cherieg@databus.org) Phone calls involving the RFQ or related questions will not be accepted. All questions and answers related to this RFQ, and any addendums, will be sent to vendors who were sent an RFQ or who have submitted questions or proposals, and will be posted on DATA's website at [www.databus.org](http://www.databus.org). All questions and/or comments must be received at least ten (10) working days prior to the proposal due date. Verbal comments are not part of this solicitation. Any contact or attempt to contact any other employees not specified in this RFQ will result in the immediate disqualification of the vendor.

Site visits are welcomed Monday through Friday, between 8: AM – 4:00 PM, at our facility, please call in advance to schedule a time. Address of site location is 2901 27<sup>th</sup> Avenue N, Escanaba, Michigan. Direct questions on the site visit to John Stapleton, Executive Director.

**Terms and Conditions:**

This project is funded by the Federal Transit Administration (FTA) and the Michigan Department of Transportation (MDOT). It is subject to federal and state guidelines. The federal requirements for this project are the Federal Clauses Professional A&E Less Than \$150,000, as attached as Attachment A and available on the internet. Page 1 of the clauses must be signed and included with the submitted qualifications. The selected firm may need to have a 3<sup>rd</sup> party subcontract approved by MDOT.

The selected vendor will receive a written Notice to Proceed from DATA. DATA reserves the right to cancel the contract with thirty (30) days by written notice. All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract.

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

**Evaluation Criteria:**

The evaluation criteria for this solicitation are listed below:

- Documented ability to provide the A&E services
- Staff qualifications
- Three (3) Past References

The selection panel members are the agency's Executive Director, Operations Supervisor, and Office Manager.

Any submitter falling within a competitive range as determined by the selection panel may be asked to give a presentation to the selection panel about the submitter's abilities and qualifications, and to answer any DATA questions about the submitted qualifications. The original scoring of evaluation criteria may be modified based on the results of the interview. The agency reserves the right to award A&E Services to the qualifications providing the Best Value to the agency. The award will only be made to a responsive and responsible firm.

Protests of the solicitation documents must be received 10 business days before the proposal due date. Protests of the award decision must be received within five days of the award.

**FORM A** – Professional A&E Less Than \$150,000 - This form can be found on MDOT Website under "PROCUREMENT GUIDELINE" (then select "CONTRACT CLAUSES")

**Attachments:**

Attachment B – INFORMATION REQUIRED FOR PROBABLE CATEGORICAL EXCLUSION (23 CFR Part 771.118)  
Attachment C – Qualifications Cover Page

Date \_\_\_\_\_

Grant Applicant \_\_\_\_\_

**INFORMATION REQUIRED FOR PROBABLE  
CATEGORICAL EXCLUSION  
(23 CFR Part 771.118)**

- \_\_\_\_\_ **A. DETAILED PROJECT DESCRIPTION:** Describe the project including the type (such as bus storage, maintenance, and/or administration facilities). Indicate the size of the proposed facility, number of vehicles and staff it will house. Describe any construction, demolition, and soil excavation activities. Include a brief discussion summarizing the purpose and need for the project (e.g., congestion, state of good repair). Explain in common language how implementation of the project will address the project need, and its proposed use. Include a complete description of the project components such as length of the project in feet or miles, property size, history, ownership information (land management authority), acreage, and document previously conducted studies if applicable. Provide graphics that describe the proposed project.
- \_\_\_\_\_ **B. LOCATION (INCLUDING ADDRESS):** Attach a project location map or diagram, such as a USGS topographic map that identifies the project location. Clearly delineate the project and include streets and features specifically called out in the “detailed project description.” If the project work occurs at more than one location, include those locations and adjoining parcels on the map. This information is partly used to determine the probability of impact on the human and natural environment.
- \_\_\_\_\_ **C. METROPOLITAN PLANNING AND AIR QUALITY CONFORMITY:** Is the proposed project included in the current adopted MPO plan, either exclusively or in a grouping of projects or activities? What is the conformity status of that plan? Is the proposed project, or appropriate phases of the project, included in the TIP? What is the conformity status of the TIP? Is the project located in an air quality non-attainment area? Is the project exempt from a conformity review per Table 2 of 40 CFR 93.126? Refer to the non-attainment/maintenance area maps at the U.S. EPA website to determine if the project is located in an area that meets all National Ambient Air Quality Standards.
- \_\_\_\_\_ **D. LAND USE AND ZONING:** Describe property zoning and consistency with proposed use. Attach a zoning map of the project area and surrounding area. Attach a land use map that identifies land and water uses in the project area. This information is partly used to determine the probability of impact on the human and natural environment. Land use plans, and zoning maps can be obtained from the tax assessor, city, county, or metropolitan planning organizations.

- \_\_\_\_\_ E. **TRAFFIC IMPACTS:** Describe potential traffic impacts; including short-term impacts during construction or demolition, and whether the existing roadways have adequate capacity for increased bus and other vehicular traffic as part of the proposed project. Examples of construction-related impacts include lane closures, detours, or dust abatement requirements. Briefly describe traffic control measures required to minimize impacts of construction.
- \_\_\_\_\_ F. **CO HOT SPOTS:** If there are serious traffic impacts at any affected intersection or area where buses congregate, and if the area is in an air quality non-attainment area for CO, demonstrate that CO hot spots will not be created as a result of the project.
- \_\_\_\_\_ G. **PM2.5 AND PM10 HOT SPOTS:** If there are serious traffic impacts at any affected intersection or area where buses congregate, and if the area is a nonattainment or maintenance area for any particulate matter (PM2.5 or PM10), then demonstrate that PM2.5 or PM10 “hot spots” will not result. In nonattainment areas, interagency concurrence and documentation must be attached. If the proposed project is not in a non-attainment or maintenance area for PM2.5 and PM10, then state this in the discussion. Refer to the non-attainment/maintenance area maps at the U.S. EPA website to determine if the project is located in an area that meets all National Ambient Air Quality Standards.
- \_\_\_\_\_ H. **HISTORIC RESOURCES:** Describe any cultural, historic, or archaeological resources located in the immediate vicinity of the proposed project and the impact of the project on the resources. Show these resources on a map. FTA initiates all consultations per Section 106 of the National Historic Preservation Act (NHPA). FTA also makes a determination of “No Effect/No Historic Properties” or “No Historic Properties Affected,” if no historic resources or potential to affect resources exists. FTA requests concurrence for this determination from the appropriate State Historic Preservation Office (SHPO) or Tribal Historic Preservation Office (THPO). SHPO/THPO concurrence must be included as an attachment before NEPA approval. If an “Adverse Effect” determination is made as a result of the proposed project, rather than a “No Effect/No Historic Properties” or “No Historic Properties Affected” determination, then FTA may determine a new NEPA class of action to evaluate alternatives or mitigation measures to deter these adverse effects. If the project has potential effects to NRHP-eligible or listed projects, the Section 106 process must be followed. Refer to the ACHP website for more information. Projects involving modifications to historic buildings or structures should comply with the *Secretary of the Interior Standards for the Rehabilitation of Historic Structures*, which is available from the SHPO/THPO and the National Park Service.
- \_\_\_\_\_ I. **VISUAL QUALITY:** Describe the existing visual setting, identify any sensitive views/viewers, and describe the visual impact of the proposed project.

- \_\_\_\_\_ **J. NOISE:** Compare distance between the center of the proposed project and the nearest noise receptor to the screening distance for this type of project in FTA’s noise and vibration guidelines (Section 4.2 in FTA guidelines). If the screening distance is not achieved, attach a “General Noise Assessment” with conclusions. Refer to FTA’s *Transit Noise and Vibration Impact Assessment* manual (May 2006).
- \_\_\_\_\_ **K. VIBRATION:** If the proposed project includes new or relocated steel rails/tracks, compare the distance between the center of the proposed project and the nearest vibration receptor to the screening distance for this type of project in FTA’s guidelines (Section 9.2 in FTA guidelines). If the screening distance is not achieved, attach a “General Vibration Assessment” with conclusions. Refer to FTA’s *Transit Noise and Vibration Impact Assessment* manual (May 2006).
- \_\_\_\_\_ **L. ACQUISITIONS & RELOCATIONS REQUIRED:** Describe land acquisitions and displacements of residences and businesses. Include current use, ownership, and the date and type of property transaction (such as lease or purchase). If FTA funds are used to acquire property or the property is used as local match, then the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 must be followed and documented. No offers or appraisals may occur prior to FTA’s approval of a NEPA evaluation.
- \_\_\_\_\_ **M. HAZARDOUS MATERIALS:** If real property has been acquired, has a Phase I site assessment for contaminated soil and groundwater been performed? If a Phase II site assessment is recommended, has it been completed? What steps will be taken to ensure that human and ecological receptors in the project area are protected from contamination encountered during construction and operation of the project? State the results of consultation with the State agency with jurisdiction over proposed remediation of soil and/or groundwater contamination. Include anticipated effects of the project on asbestos-containing building materials and lead-based paints.
- \_\_\_\_\_ **N. SOCIAL IMPACTS AND COMMUNITY DISRUPTION:** Provide a socio-economic profile of the affected community. Describe the impacts of the proposed project on the community. Identify any community resources that would be affected and the nature and extent of the effect.
- \_\_\_\_\_ **O. ENVIRONMENTAL JUSTICE:** Identify the concentrations of minority and low-income populations in the area. Following FTA guidelines on environmental justice (FTA Circular 4703.1), define “minority” and “low-income” populations, and describe whether or not the project would result in disproportionately high and adverse impacts on minority or low-income populations.
- \_\_\_\_\_ **P. USE OF PUBLIC PARKLAND AND RECREATION AREAS:** Indicate parks, recreational areas, wildlife refuges, and/or trails on a project location map (Section 4(f) resources). Describe how the activities and purposes of these resources will be

affected by the project. Based on the definitions of use outlined in 23 CFR § 774, determine if the project will result in an actual (direct), temporary, or constructive (proximity impacts) use of the Section 4(f) resource. Locate Section 4(f) properties on project map. Refer to the Section 4(f) overview at FTA's website.

- Q. IMPACTS ON WETLANDS:** Show potential wetlands and boundaries on a map. Integrate data from the National Wetlands Inventory. Describe the project's impact on on-site and adjacent wetlands. If the project impacts wetlands, provide documentation of consultations and permits from the U.S. Army Corps of Engineers, as well as, minimization and mitigation efforts. If applicable, provide documentation to demonstrate that wetlands are not present, or the proposed project will not impact any wetland areas.
- R. FLOODPLAIN IMPACTS:** Determine if the project is within a 100-year floodplain. Review FEMA 100-year FIRMs on the FEMA website. Include a FIRM floodplain map, if available. Include all floodplain FIRM numbers that occur in the project area and the effective or revision date for each FIRM. Include the FEMA FIRM numbers for the project area, even if the 100-year floodplain has not been delineated. If the proposed project is located within the 100-year floodplain describe what will be done to address possible flooding of the proposed project location and flooding induced by the project due to reduced capacity to retain storm water runoff. Provide documentation on how the project will be designed to restore floodplain capacity. If applicable, provide documentation to demonstrate that the project is not sited in a floodplain. If a determination cannot be made whether or not the project is within a 100-year floodplain, contact the county flood control district or the local floodplain manager for assistance.
- S. IMPACTS ON WATER QUALITY, NAVIGABLE WATERWAYS, & COASTAL ZONES:** If any of these resources are implicated, describe the project's potential impacts. Determine if National Pollutant Discharge Elimination System (NPDES) permits are applicable as a result of ground disturbance or point sources that will discharge pollutants into waters of the United States. Refer to BMPs at the U.S. EPA website. How will storm water be treated during and after construction? How will wastewater from bus washing facilities be treated? Determine if project area is in a sole-source aquifer, if not document in narrative (refer to the U.S. EPA website).
- T. IMPACTS ON ECOLOGICALLY-SENSITIVE AREAS AND ENDANGERED SPECIES:** Describe any natural areas (woodlands, prairies, wetlands, rivers, lakes, streams, designated wildlife or waterfowl refuges, and geological formations) on or near the proposed project area. If present, state the results of consultation with the state department of natural resources and, if appropriate, the U.S. Fish and Wildlife Service on the impacts to critical habitats and on threatened and endangered fauna and flora that may be affected. Refer to the U.S. Fish and Wildlife Service website.

\_\_\_\_\_ **T. IMPACTS ON SAFETY AND SECURITY:** Describe the measures that would need to be taken to provide for the safe and secure operation of the project after its construction. List any security measures that are planned as part of the project (e.g., security guards, fencing, secured access, lighting, cameras, etc.)

\_\_\_\_\_ **U. IMPACTS CAUSED BY CONSTRUCTION:** Describe the construction plan and identify construction impacts with respect to noise, dust, utility disruption, debris and spoil disposal, air quality, water quality, erosion, safety and security, and disruptions of traffic and access to businesses or residential property. Identify steps that will be taken to provide alternatives or mitigate the impacts of construction impacts. Cite applicable local, state, and federal regulations, and any standards or BMPs that will be followed. If applicable, please include any NPDES best practice measures (refer to the U.S. EPA website).

**The action described above meets the criteria for a NEPA categorical exclusion (CE) in accordance with 23 CFR Part 771.118.**

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**Applicant's Environmental Reviewer**

**Date**

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**FTA Grant Representative**

**Date**



Attachment C

**Delta Area Transit Authority**

**Request for Qualifications (RFQ)  
For Architectural and Engineering (A&E) Services  
To Complete A Categorical Exclusions**

**DATA Solicitation Number: 2012-0070 P10**

**Qualifications Cover Page**

Date Issued: August 2nd, 2018

Qualifications Due: September 5th, 2018

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Submit one qualification via email to:

John Stapleton, Executive Director, at [transitdirector@schoolcraftcounty.us](mailto:transitdirector@schoolcraftcounty.us)

Submit original proposal plus two copies to:

John Stapleton, Executive Director  
Delta Area Transportation Authority  
2901 27<sup>th</sup> Avenue North  
Escanaba, MI 49829

**SUBMITTER READ AND COMPLETE:**

The undersigned certifies that he/she offers to furnish services in strict accordance with the requirements of this solicitation including the specifications, terms and conditions that are attached.

Print Name and Title: \_\_\_\_\_

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

\_\_\_\_\_  
Federal Tax ID#