



Request for Proposal (RFP)

HRDC is seeking proposals for a *Sign Printing and Installation Contractor* to print and install new Streamline route signs in Bozeman, Montana. Proposals will be received until **Friday, June 11th at 4:00 p.m. MDT.**

Submission Information

The Proposal must be signed and shall be delivered to HRDC within the time set forth in this Request for Proposals (RFP). One (1) printed copy of the proposal and one (1) electronic copy of the proposal (on a flash drive) should be mailed to and received by the contact person at the address below before the submittal deadline.

Proposals should be enclosed in sealed envelopes and marked as follows:

RFP Title: Streamline Sign Printing and Installation Contractor

Dated:

Bidder's Name:

Delivered to: HRDC
32 S Tracy
Bozeman, MT. 59715

Attention: Sunshine Ross
ross@thehrdc.org
Transportation Director

Bids must be received by **Friday, June 11th, 2021 by 4:00 p.m. MDT.** Proposals received after this time will not be considered.

Agency Background

Founded in 1975, HRDC is a nonprofit Community Action Agency based in Bozeman, Montana. The work of HRDC directly reflects the needs of our community. With our family of services designed to improve the quality of the lives of our citizens, HRDC is often referred to as this community's "safety net". Through the engagement of customers, community, staff, and partners, we develop solutions to enhance public transportation, eliminate hunger, empower seniors, educate and support our children, and offer shelter, affordable housing, energy assistance, and community development.

Streamline/Galavan Background

Streamline provides fixed-route public transportation in Bozeman with commuter routes to Belgrade and seasonal service to Livingston. Streamline's complementary demand response

paratransit service is offered through Galavan. Streamline began as a partnership between the Human Resource Development Council District IX and the Associated Students of Montana State University. The partnership now includes the cities of Bozeman and Belgrade as well as the President's Office at Montana State University. Streamline Transportation is one of five rural transit systems throughout the nation to be awarded an Outstanding Public Service Award by the Federal Transit Administration.

Streamline began operations in August 2006 by combining the fixed route but seasonal service of Bobcat Transit with the demand responsive service of Galavan. By leveraging the funding of these two organizations, Streamline was able to obtain federal money as a sub-recipient of the Montana Department of Transportation through the FTA's Section 5311 program. Rides are zero-free on all Streamline buses.

Services provided by Streamline include:

- Daytime (Fixed Route)
- LateNight (Deviated-Fixed Route)
- Bridger Bowl (Deviated-Fixed Route) (Seasonal)
- Weekend Service (Deviated-Fixed Route)
- Livingston Commuter (Fixed Route) (Seasonal)
- Belgrade Commuter (Fixed Route)

Project Background

HRDC recently completed a year-long study called Redesign Streamline 2020. This study gathered all relevant local data and used best practices for community engagement to redesign the Streamline routes to better align with the rapidly growing community. The short-term recommendations of the Redesign Streamline 2020 study will be implemented in the fall of 2021. The long-term recommendations from this same study will be implemented once additional revenue becomes available.

In addition to the route recommendations included in the Redesign Streamline 2020 project, the Transit Development Plan also calls for enhanced wayfinding through better bus stop signage. As a result of this recommendation, Streamline staff created a new bus stop sign design that better communicates bus stop locations and the routes that serve each location. The draft sign design can be seen in the image on the following page. Route indicator signs have also been designed and will be installed beneath each sign to clearly communicate what routes serve each stop location. Some examples of these indicators are also shown on the following page of this RFP.

BUS STOP



STREAMLINE

STOP ID: STML1700

StreamlineBus.com



Blueline



Pinkline



Project Goal

This RFP is issued by the Human Resource Development Council IX (HRDC) for the purpose of obtaining the services of a *Sign Printing and Installation Contractor* to print and install new Streamline route signs and poles in Bozeman, Montana.

Scope of Work

Contractors are expected to uniquely prepare proposals that address the contents and requests of this RFP. The following Scope of Work should serve as an outline for the key activities that need to be completed as part of this project. However, the awarded consultant can complete the key activities in the way that best suits their unique skills and expertise.

Key Activities

1. Create approximately 175 Streamline bus stop signs on reflective alum slabs that are each 18” by 24”. Approximately 150 will be installed this summer, while the other 25 signs will be kept as spares.
2. File any necessary sign permits associated with each install location
3. Create approximately 200 route indicators signs on reflective metal slabs that are 4” by 18” (specific color ratios to be given once a contractor is selected). Approximately 180 will be installed this summer, while the other 20 sign indicators will be kept as spares.
4. Purchase approximately 150 Telspar Square signposts (both in the 8’ and 10’ lengths since different locations will require different methods of install).
5. Install approximately 150 Telspar Square signposts at designated stop location in Bozeman and the surrounding communities.
 - a. A comprehensive stop guide will be provided by the time of contract award that includes GPS coordinates for signpost installation and the corresponding route indicators required for each sign location. It will also describe the method required for install at each location (hole with or without sleeves, bolt down concrete bases for existing concrete slab, etc.)
6. Place approximately 150 Streamline signs and the corresponding route indicator(s) on each signpost after signpost install.
7. Cover each new Streamline sign with a temporary sign cover. Sign covers will be purchased by HRDC and given to contractor prior to sign install.

Proposal Content

Bidders must submit a proposal containing the following information:

1. An *Introductory Letter* signed by an authorized person of the firm indicating that the firm has the experience, interest, and capacity to fulfill the terms and conditions of this RFP. Please address the letter to the project contact: Sunshine Ross.
2. Proposers must provide a comprehensive narrative, captioned *Project Understanding*, which illustrates the consultant’s understanding of the Scope of Work outlined in this RFP.
3. Proposers must provide a comprehensive narrative, captioned *Project Approach*, which illustrates the methodology the consultant will use to complete the Scope of Work.

4. Proposers must provide a comprehensive narrative, captioned *Project Management*, which illustrates how the consultant will manage the project, ensure completion of the Scope of Work by mandatory project completion date, and submit the required deliverables.
5. A list of the names of *at least* three references to be contacted regarding consultant's job performance for projects that are similar to the size and scope of this RFP.
6. A portfolio of current and past work samples that are similar to this RFP.
7. A detailed *Fee Proposal* must be submitted. Because the final cost of the project is subject to change based on the exact number of signs printed, signs installed, method of install, etc., HRDC is requesting that the *Fee Proposal* lists an approximate cost based on the following estimates:
 - a. Cost to create 175 Streamline bus stop signs on reflective alum slabs that are each 18" by 24". Design will be provided.
 - b. Cost to file any necessary sign permits associated with each install location
 - c. Cost to print 200 route indicators signs on reflective metal slabs that are 4" by 18". Design will be provided.
 - d. Cost to purchase 100 10' Telspar Square signposts
 - e. Cost to purchase 50 8' Telspar Square signposts
 - f. Cost to install 100 10' Telspare Square signposts in grass boulevards with sleeves
 - g. Cost to install 50 8' Telspare Square signposts with bolt down concrete bases
 - h. Cost to bolt down approximately 150 Streamline signs and 180 corresponding route indicator(s) on each Telspare Square signpost after post is installed.
 - i. Cost (if any) to cover each new Streamline sign with a temporary sign cover. Sign covers will be purchased by HRDC and given to contractor prior to sign install.

HRDC reserves the right to reject any proposal, which, in its judgment, is incomplete. HRDC will not reimburse the consultant for any costs incurred in developing, presenting, or providing this proposal. All materials and documents submitted in response become the property of HRDC and will not be returned.

Qualification of Bidders

The competency and responsibility of Bidders will be considered in making the award. HRDC expressly reserves the right to reject any or all Proposals (either generally or in a particular instance and either retroactively or prospectively) and to waive any informalities or regularities in Proposals, and to accept that Proposal whether it be the lowest bid or not, which best serves the HRDC's purpose and intent provided that no course of dealing or delay or in exercising such right shall operate as a waiver thereof.

Basis for Award of Contract

HRDC, at its sole discretion, may accept entire proposals submitted by a Bidder, or accept portions of proposals submitted by a Bidder, or reject proposals in whole or in part. Screening Proposals for Minimum Evaluation Criteria will include utilizing the minimum criteria incorporated herein. The selection committee will be designated by Sunshine Ross. This committee will screen proposals as to their responsiveness to this RFP and will identify those which are responsive. Any proposal, which in the opinion of the evaluation committee, fails to include the information or documentation

specified in the RFP shall be determined to be non-responsive and shall be rejected. Any bidder who fails to meet any of the standards set forth as minimum criteria shall be determined to be non-responsive and shall be rejected. All other proposals meeting both the submission requirements of this RFP and minimum evaluation criteria shall be considered qualifying proposals.

HRDC reserves the right to waive portions of the RFP for all bidders and to waive minor informalities as defined by Chapter 30B or allow the bidder to correct them. The remaining responsive proposals shall be evaluated using the comparative evaluation criteria incorporated herein. Each proposal shall be assigned:

- a) A separate rating for each comparative evaluation criterion; and
- b) A composite rating.

Selection Criteria

The final selection of the consultant shall be based on the following sets of criteria:

Minimum Evaluation Criteria

- a) Submission of all required documentation and certifications
- b) Demonstrated capacity to carry out the stated Scope of Work of this project
- c) Demonstrated understanding of Streamline’s system and its role in the community
- d) Experience, references, and proven ability to meet schedules
- e) Submitted proposal responds to the issues identified in the RFP

Comparative Evaluation Criteria

| Weighting Percentage | Description |
|-----------------------------|---|
| 30% | Experience |
| 15% | Demonstrated experience with street sign printing |
| 15% | Demonstrated experience with various types of street sign installation |
| 35% | Understanding of Key Activities |
| 5% | Clear understanding of overall project goal (shown in <i>Introductory Letter</i>) |
| 10% | Demonstrated knowledge of project purpose in the community (clearly stated in <i>Project Understanding</i> section of proposal) |
| 10% | Methodology to be used in completing Scope of Work (as identified in <i>Project Approach</i> section of proposal) |
| 10% | Detailed plan to finish the project on time (demonstrated in <i>Project Management</i> section of the proposal) |
| 35% | Cost |
| 20% | Reasonable and detailed cost estimates (as shown in <i>Fee Proposal</i> section of proposal) |

Project negotiations will commence after HRDC formally accepts a specific project. If the Project is not accepted by the chosen Vendor by June 20th, 2021, HRDC reserves the right to negotiate with an alternative Bidder.

Anticipated Selection Schedule

- RFP issued: June 1st, 2021
- Questions regarding the RFP due: June 8th, 2021 (contact Sunshine Ross)
- All proposals due: **June 11th, 2021 by 4:00 p.m. MDT**
- Vendor selected: June 16th, 2021 (estimated)
- Implementation: July 1st, 2021
- Completion: **Project MUST be completed no later than Wednesday, August 11th, 2021**