

REQUEST FOR PROPOSALS

PHYSICAL FACILITIES MANAGEMENT

INVITATION

CityBus, a public transit agency, (hereinafter designated as “**CityBus**” or “**Agency**”) is seeking proposals from qualified firms (hereinafter designated as “**Contractor**”) to provide full-service physical facilities management for all properties owned by the agency. We are pleased to invite your company to submit a proposal for the services outlined in this Request for Proposals (RFP).

INTRODUCTION

CityBus, the operating name for the Greater Lafayette Public Transportation Corporation, is a municipal corporation established in 1971. The Agency provides over 5 million rides annually for passengers in the Greater Lafayette area, including ADA paratransit services for people with disabilities. The Agency owns various properties throughout the community, such as our main campus, the CityBus Center, and a vast network of bus stop locations with varying levels of amenities.

DESCRIPTION OF PROPERTIES

The Contractor will be responsible for physical facilities management of all Agency properties, including, but not limited to, the following locations:

1. **Main Campus** (*located at 1250 Canal Rd., Lafayette, IN 47904*): Serves as the Agency’s primary location housing administrative offices, operations control, fleet maintenance, and bus storage. This approximately 5-acre complex is comprised of the main building (approximately 6,000 sq ft), the attached bus storage bays (approximately 43,000 sq ft), and the detached fleet maintenance building (approximately 20,000 sq ft).
2. **CityBus Center (CBC)** (*located at 316 N. 3rd St., Lafayette, IN 47901*): Serves as the Agency’s customer service office, public lobby and restroom, and transfer terminal. This approximately 1-acre facility is comprised of the CBC building (approximately 2,300 sq ft) and the surrounding partially covered terminal platform (approximately 28,000 sq ft). The terminal platform is bordered by bus stop bays arranged in a sawtooth formation.
3. **Bus Stops** (*located throughout the Greater Lafayette service area*): Serves as the Agency’s connection point with riders as the designated locations to board and alight our buses. Each bus stop should have, at a minimum, a sign that designates the location for riders. Select bus stop locations also have added amenities, such as bus shelters, wayside signage, benches, and trash receptacles. The Agency operates a vast network of approximately 800 bus stops and approximately 50 bus stop shelters throughout our service area.

4. **Condominiums** (*located at 218 Ferry St., Lafayette, IN 47901 and 385 Brown St., West Lafayette, IN 47906*): The Agency is the property owner and lessor of two commercial condominiums located near the CBC. Both properties are currently leased to Right Steps Child Development Centers as part of our mission to be a valuable resource for the community by facilitating childcare options near transit services.

PRE-PROPOSAL SITE VISIT

The Agency will host a pre-proposal site visit to familiarize potential bidders with our properties and the Scope of Work as follows:

Date: Tuesday, February 13, 2024

Time: 12:00 PM (EST) – 2:00 PM (EST)

Location: 1250 Canal Rd., Lafayette, IN 47904

Please RSVP for the pre-proposal site visit with Shelby Yeaman, Executive Assistant to the CEO, at syeaman@gocitybus.com no later than Friday, February 9, 2024, at 12:00 PM (EST).

SCOPE OF WORK

The Contractor will be responsible for physical facilities management of all Agency owned properties, including, but not limited to, the following responsibilities:

1. **Routine maintenance:** The Contractor is responsible for overseeing regular maintenance activities such as cleaning, landscaping, and general repairs. This includes ensuring that all interior and exterior spaces, parking lots, and grounds are well-maintained and presentable.
2. **Emergency repairs:** In the event of a maintenance emergency, such as a burst pipe or electrical failure, the Contractor is responsible for having a system in place to respond promptly and coordinate repairs to minimize disruptions to Agency operations, mitigate and control risk, and ensure safety.
3. **Inspection and maintenance planning:** The Contractor is responsible for conducting regular inspections of properties to identify any maintenance issues or safety concerns. Comprehensive plans should be developed and implemented in a timely manner.
4. **Vendor management:** The Contractor is responsible for coordinating quotes and bids with third-party vendors on behalf of the Agency. The Contractor must ensure all Agency procurement policies and procedures are followed, and provide written documentation as outlined in the same. The Contractor must ensure that vendors are properly licensed, insured, and qualified to perform requisite tasks. The Contractor is responsible for coordinating and overseeing third-party vendors, such as construction contractors, janitorial staff, groundskeepers, pest control technicians, electricians, plumbers, HVAC technicians and similar staff.

5. **Capital improvements:** The Contractor is responsible for assisting the Agency in planning and executing capital improvement projects, such as renovations or upgrades to the properties. This may include obtaining bids from contractors, managing the project timeline and budget, and ensuring that the work is completed to a satisfactory standard.
6. **Compliance with regulations:** The Contractor is responsible for remaining current on relevant local, state, and federal regulations pertaining to building codes/improvements, safety standards, and environmental requirements. Appropriate action must be taken if violations or deficiencies are identified to ensure that the properties remain in compliance with these regulations.
7. **Tenant relations:** The Contractor is responsible for managing tenant relations on behalf of the Agency. This will include coordinating tenant concerns related to physical facilities such as addressing maintenance issues promptly, communicating with tenants regarding any disruptions or repairs, and providing a mechanism for tenants to report problems. A friendly, cooperative, and proactive approach is essential.
8. **Performance Reporting:** The Contractor is responsible for providing the Agency with comprehensive reports on all activities related to physical facilities management, including invoices, workorders, contracts, quotes, and any other identified metrics monthly.

TERM

The Agency is seeking a three-year contract with inclusion of two optional one-year extensions.

EVALUATION CRITERIA

This RFP is intended to solicit competitive quotes from experienced and reputable Contractors capable of delivering comprehensive physical facilities management services. Various criteria will aid in the evaluation of the proposals submitted to determine best value to the Agency. The selection of the Contractor will be based on the following criteria:

1. The Contractor's demonstrated experience in managing similar physical facilities.
2. The Contractor's qualifications and expertise.
3. The Contractor's technical capability to deliver comprehensive physical facilities management services.
4. The Contractor's cost-effectiveness and value for the agency.
5. The Contractor's compliance with all applicable laws, regulations, and industry standards.

SUBMITTAL REQUIREMENTS

Interested Contractors may include supporting materials that describe or display qualifications or unique skills your firm may possess that are relevant to this project. Detailed submittals should

minimally include the following information:

1. **Form:** Complete **all sections** of the attached Physical Facilities Management Proposal Form.
2. **Management Plan:** Describe. Include information about the responsibilities outlined in the Scope of Work.
3. **Qualifications to deliver services:** Provide.
4. **Fee Structure:** Provide a detailed breakdown of your pricing structure for the services mentioned in the Scope of Work. Clearly outline any additional costs or fees that may apply.
5. **Awards and certifications:** Provide any awards or certifications your company holds that are relevant to physical facilities management and/or applicable to the responsibilities outlined in the Scope of Work.

RFP TIMELINE

The deadline for submitting a proposal is 5:00 PM (EST), Friday, March 22, 2024.

Proposals should be submitted via emailed to:

Bryan D. Smith, Chief Executive Officer

bsmith@gocitybus.com

Please note "**Physical Facilities Management RFP**" in the subject line.

QUESTIONS AND CLARIFICATIONS

Any questions or clarifications regarding this RFP should be submitted via email to Shelby Yeaman, Executive Assistant to the CEO, at syeamman@gocitybus.com. Please note "**Physical Facilities Management RFP**" in the subject line. We will provide responses to all inquiries in writing to ensure transparency and equal access to information for all contractors.

We appreciate your interest in partnering with CityBus and look forward to receiving your proposal.

PHYSICAL FACILITIES MANAGEMENT PROPOSAL FORM

Complete all sections of this form and include it with your submittal.

ABOUT

Company Name:	
Contact Name:	
Contact Title:	
Phone:	
Email:	
Company Address:	
City, State, Zip:	
Is the Company a Disadvantaged Business Enterprise (DBE)?	Yes No
Is Disadvantaged Business Enterprise (DBE) Certificate Included in Quote?	Yes No NA
Is providing physical facilities management the Company's primary service?	Yes No

REFERENCES

Please provide CityBus with information on three (3) references from agencies or firms for which similar services has been completed and provide contact names, phone numbers, and email addresses. Each customer should have done business with your company within the last twelve (12) months. References from other transit or governmental agencies are preferred. CityBus reserves the right to contact any or all references provided.

Customer One

Company Name:	
Contact Person:	
Phone:	
Email:	
Date Of Procurement:	

Customer Two

Company Name:	
Contact Person:	
Phone:	
Email:	
Date Of Procurement:	

Customer Three

Company Name:	
Contact Person:	
Phone:	
Email:	
Date Of Procurement:	

SIGNATURE

Printed Name and Title of Authorized Representative

Signature of Authorized Representative Date