



OLYMPIA, WASHINGTON

**REQUEST FOR PROPOSALS
PROJECT 1802**

FEDERAL ADVOCACY SERVICES

REQUEST FOR PROPOSALS (RFP) RELEASE DATE:

June 26, 2018

QUESTION/CLARIFICATION DEADLINE:

Date: July 10, 2018

Time: 5:00 p.m. (PT)

PROPOSAL DUE DATE AND TIME:

Date: July 17, 2018

Time: 10:00 a.m. (PT)

CONTACT PERSON:

Katie Cunningham

Procurement Coordinator

(360) 705- 5837

kcunningham@intercitytransit.com

LEGAL ADVERTISEMENT

**REQUEST FOR PROPOSALS
FEDERAL ADVOCACY SERVICES**

**INTERCITY TRANSIT
PROJECT 1802**

Intercity Transit, the public transportation provider in Thurston County, Washington, is seeking Proposals for Federal Advocacy Services.

Solicitation documents for this opportunity are available online through Washington's Electronic Business Solution (WEBS) located at <https://fortress.wa.gov/ga/webs/>. Proposers are responsible to register in WEBS and download the RFP 1802 solicitation documents in order to receive automatic e-mail notification of any future Addenda.

Proposals are due no later than July 17, 2018 at 10:00 a.m. (PT).

Please contact Katie Cunningham, Procurement Coordinator, by phone at (360) 705-5837 or email at kcunningham@intercitytransit.com with any questions regarding this solicitation.

PUBLISHED IN: The Olympian
 Daily Journal of Commerce
 Washington's Electronic Business Solution (WEBS)
 Office of Minority and Women's Business Enterprises (OMWBE)
 Roll Call

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION..... 4

1.1 PURPOSE4

1.2 BACKGROUND4

1.3 STATEMENT OF WORK.....4

1.4 AWARD5

1.5 CONTRACT TERM.....5

SECTION 2 - GENERAL INFORMATION..... 5

2.1 CONTACT INFORMATION5

2.2 ANTICIPATED PROCUREMENT SCHEDULE.....5

2.3 SOLICITATION DOCUMENT AVAILABILITY.....6

2.4 EXAMINATION OF DOCUMENTS6

2.5 QUESTIONS AND CLARIFICATION REQUESTS.....6

2.6 SOLICITATION STANDARDS7

2.7 CONTRACT TERMS AND NEGOTIATION.....7

2.8 INCORPORATION OF DOCUMENTS INTO CONTRACT7

SECTION 3 - PROPOSAL SUBMITTALS 7

3.1 PROPOSAL SUBMITTAL REQUIREMENTS7

3.2 SUBMITTAL INSTRUCTIONS.....9

3.3 LATE PROPOSALS10

3.4 PROPOSER RESPONSIVENESS10

SECTION 4 - EVALUATION AND AWARD..... 10

4.1 OVERVIEW.....10

4.2 EVALUATION CRITERIA10

4.3 EVALUATION PROCESS11

4.4 OVERVIEW OF THE AWARD PROCESS12

4.5 EXECUTION OF CONTRACT.....12

4.6 POST AWARD MEETING12

APPENDIX A - PROPOSAL SUBMITTALS..... 13

APPENDIX B - SOLICITATION STANDARDS 14

APPENDIX C - SAMPLE CONTRACT..... 15

SECTION 1 - INTRODUCTION

1.1 PURPOSE

Intercity Transit (Transit), the public transportation provider in Thurston County, Washington, is conducting this Request for Proposals (RFP) in order to establish a Contract for Federal Advocacy Services. Transit is seeking responses from qualified and experienced individuals or firms who are ideally positioned to serve as a federal legislative liaison on behalf of Intercity Transit on a year-round basis.

1.2 BACKGROUND

Transit is the leader, major advocate, and primary source of public transportation in Thurston County. As such, Transit is charged to balance several important functions: providing primary transportation for people without an alternative, including those with a physical or mental disability; offering high-quality alternative transportation for people with options; providing a stimulant to economic growth; serving as a partner in building livable communities; and, being a ready resource able to respond to community emergencies. In order to better serve the community and fulfill its mission, Transit has determined a continuing need for a highly qualified and experienced federal legislative advocate to proactively advance its interests and agenda.

1.3 STATEMENT OF WORK

The primary responsibility of the federal legislative advocate hired as a result of this solicitation will be to assist Transit in pursuing federal funding opportunities, and to represent Transit's interests in public policy and legislative matters. The successful consultant will represent Transit on transportation issues before key members and staff of the United States Congress, including but not limited to, the Washington delegation, the Senate committees on Appropriations and Commerce, Science and Transportation, and the House committees on Appropriations and Transportation, and Infrastructure.

The Awarded Consultant will provide Federal Advocacy Services that include, but are not limited to, the following:

- A. Proactively advise Transit on how to establish a long-term legislative strategy that would maximize discretionary funding for Transit capital projects;
- B. Monitor grant opportunities and alert and assist Transit in applying for federal grants and programs;
- C. Secure appropriations requests including expansion of the Transit administrative, operations and maintenance facility and for expansions to Transit's bus fleet;
- D. Ensure that Transit funding opportunities from categories authorized under MAP-21 and any subsequent transportation authorization legislation are maximized;
- E. Establish and maintain constant, effective communication with Washington's Congressional delegation;
- F. Prepare status and advisory reports for Transit executive staff and Board members;
- G. Plan and staff at least one (1) visit per year in Washington, D.C. for Transit officials to meet with the Washington State delegation.

1.4 AWARD

Transit intends to award a Contract to the responsive responsible Proposer whose Proposal meets all RFP requirements and is determined the most advantageous to Transit.

This Solicitation does not obligate Transit to contract for the services specified herein. Transit reserves the right to add, remove, or otherwise modify requirements to meet the operational and strategic objectives of the agency.

1.5 CONTRACT TERM

The initial term of the Contract resulting from this solicitation will be for one (1) year, beginning September 15, 2018 and ending September 14, 2019. Transit reserves the option to extend this Contract up to four (4) additional years, in one (1) year increments, for a total Contract period not to exceed five (5) years. Extension for each additional term may be offered at the sole discretion of Transit and will be subject to written mutual agreement.

SECTION 2 - GENERAL INFORMATION

2.1 CONTACT INFORMATION

All questions and communication concerning Solicitation must be directed to the Procurement Coordinator listed below. All oral communication will be considered unofficial and non-binding. Proposers are to rely only on written statements issued by the Procurement Coordinator.

Procurement Coordinator: Katie Cunningham
Email Address: kcunningham@intercitytransit.com
Address: Intercity Transit
526 Pattison Street SE
Olympia, WA 98501

2.2 ANTICIPATED PROCUREMENT SCHEDULE

The activities and dates listed below represent the anticipated procurement schedule. Transit reserves the right to change the schedule. Transit will post any changes to the Proposal Due Date and Time on Washington's Electronic Business Solution (WEBS) at <https://fortress.wa.gov/ga/webs/>.

Procurement Activity	Date and Time (Pacific Time)
RFP Release	June 26, 2018
Questions and Requests for Clarifications Due	July 10, 2018 - 5:00 p.m.
Proposal Due Date and Time	July 17, 2018 - 10:00 a.m.
Proposal Evaluation	July 18 - 28, 2018
Anticipated Interviews (optional)	August 23-24, 2018
Anticipated Contract Award Date	September 5, 2018
Anticipated Contract Start Date	September 15, 2018

2.3 SOLICITATION DOCUMENT AVAILABILITY

Solicitation documents are available on-line through [WEBS](#). Proposers are responsible to register in WEBS and download the Solicitation Documents. Contact WEBS customer service at (360) 902-7400 or WEBSCustomerService@des.wa.gov if you require assistance with the WEBS registration process or need help accessing the Solicitation Documents.

Transit will post Addenda or schedule changes on WEBS. Proposers are responsible to check for updates and obtain any Addenda related to this Solicitation. Failure to do so may result in the submission of a Proposal that is inconsistent with the most current information and may result in disqualification.

2.4 EXAMINATION OF DOCUMENTS

Proposer must thoroughly examine all Solicitation Documents, including but not limited to, the RFP, Solicitation Standards, Sample Contract, Proposal Submittal Document, any other material referenced or incorporated herein, and any Addenda. Submission of a Proposal constitutes acknowledgment that the Proposer has thoroughly examined all Solicitation Documents.

Proposer's failure or neglect to receive or examine any of the Solicitation Documents, statutes, ordinances, regulations and permits will in no way relieve the Proposer from any obligations with respect to the Proposal or any resulting Contract.

Transit will reject claims for additional compensation based upon a lack of knowledge or misunderstanding of any of the Solicitation Documents, statutes, ordinances, regulations, permit requirements, or other materials referenced or incorporated in this RFP.

2.5 QUESTIONS AND CLARIFICATION REQUESTS

Proposer questions and/or requests for clarification regarding this RFP will be allowed consistent with the respective dates specified in the Anticipated Procurement Schedule. All Proposer questions and/or requests for clarification must be submitted in writing via email to the Procurement Coordinator. It is at Transit's sole discretion to accept or reject any request for changes.

Transit will provide an official written response to Proposer questions received by the respective deadlines. Proposers must not rely on any oral statements or conversations, with Transit representatives for questions or clarifications regarding this RFP. Verbal responses to questions and/or clarifications will be considered unofficial and non-binding. Only written responses posted to WEBS in the form of an Addendum will be considered official and binding. All such Addenda will become part of the Solicitation and any awarded Contract.

If no requests for clarification are received, Transit will construe silence as acceptance and that the Proposer intends to comply with the Solicitation Documents as written in their entirety.

2.6 SOLICITATION STANDARDS

The Solicitation Standards document is included in [Appendix B](#).

This document contains important information for Proposers applicable to this Solicitation. The terms and conditions provided in the Solicitation Standards document apply directly to, and are incorporated by reference, into this Solicitation and the Contract resulting from this Solicitation. As such, Proposers do not need to submit this document with their Proposal. It is the Proposer's responsibility to read and fully understand the details of all items contained herein prior to Proposal submittal.

2.7 CONTRACT TERMS AND NEGOTIATION

The objective of negotiations will be to reach agreement on all provisions of the Contract. To assist in the negotiations, a Sample Contract has been included in [Appendix C](#). Transit expects the final Contract signed by the successful Proposer to be substantially the same as the Contract located in Appendix C. Proposer should examine the Contract terms to understand Transit's expectations. Proposer's submission of a Response to this Solicitation constitutes general acceptance of these Contract requirements.

The foregoing should not be interpreted to prohibit either party from proposing additional Contract terms and conditions during negotiation of the final Contract. The awarded Contract will be between Transit and the selected firm.

2.8 INCORPORATION OF DOCUMENTS INTO CONTRACT

A Proposal submitted in response to this Solicitation is an offer to contract with Transit. This Solicitation document, all incorporated documents, any subsequent Addenda, and the successful Proposer's Response will be incorporated into the resulting Contract.

SECTION 3 - PROPOSAL SUBMITTALS

Respond to the following requirements in this section.

3.1 PROPOSAL SUBMITTAL REQUIREMENTS

Proposer must complete and provide the following information (1-6) using in the Proposal Submittal Document of [Appendix A](#). Incomplete or vague responses may be considered non-responsive and may be rejected. Failure to complete and submit all items listed in this section may disqualify the Proposer from further participation in this RFP.

1. Proposer Acknowledgements

The Proposer Acknowledgements must be signed by the Proposer's Authorized Representative. Proposer must complete the acknowledgement of Addenda receipt box(es) by filling the "addenda numbers" fields for each Solicitation Addenda issued, and complete the signature box information on the Proposer Acknowledgements page.

2. Proposer Information

Proposer must complete the Proposer Profile, Proposer Authorized Representative, Proprietary or Confidential Information, Certified DBE and SBE Status, and Statement of Prior Contract Termination sections. Proposer may attach additional sheets if necessary.

3. Sub-Consultant Information

Proposer is instructed to complete the Sub-Consultant Information section if the Proposer intends on utilizing Sub-consultants. If Proposer does not intend to use Sub-consultants, the Proposer is not required to complete this section of the Proposal Submittal Document. If no information is entered, Transit will assume that Sub-consultants will not be used.

Transit will accept Proposals that include third party involvement only if the Proposer submitting the Proposal agrees to take complete responsibility for all actions of such Sub-consultants. Proposer must disclose the use of any Sub-consultant(s) in their Proposal.

If applicable, Proposer will identify all Sub-consultants who will perform services in fulfillment of Contract requirements, including their name, the nature of services to be performed, address, telephone, email, federal tax identification number (TIN), Washington State Unified Business Identifier (UBI), and DBE or SBE certification status. Transit reserves the right to approve or reject any and all Sub-consultants that Proposer proposes. Any Sub-consultants not listed in the Proposer's Response, who are engaged after Contract award, must be pre-approved, in writing, by Transit before providing services under the Contract.

4. References

Proposer must submit a minimum of three (3) references for which the Proposer has provided services similar to those described herein.

Through this submission, Proposer grants permission to Transit to independently contact the references. Transit reserves the right to obtain and consider information from other sources concerning a Proposer, such as Proposer's capability and performance under other contracts, Proposer's financial stability, past or pending litigation, and other publicly available information.

5. Non-Cost Proposal

Proposer must complete and submit the Non-Cost Proposal Section. Proposer may attach additional sheets if necessary.

6. Cost Proposal

Proposer must complete and submit the Cost Proposal Section. Proposer may attach additional sheets if necessary.

Prices will be in U.S. dollars. Proposers will extend unit pricing as required. In the event of an error in the extension of prices, the unit price will prevail. All Proposal prices will remain firm for a minimum of sixty (60) Calendar Days from the Proposal due date.

Proposal prices will include everything necessary for the procurement of the Contract, execution and completion of the work, and fulfillment of the Contract. This includes but is not limited to, furnishing of all materials, delivery costs, equipment, tools, labor and services, Proposal preparation costs, Contract management costs and administrative costs, except as may be provided otherwise in the Solicitation documents.

All applicable taxes which the Awarded Consultant is required to pay will be included in the proposed price. No adjustments will be made in the amount paid by Transit under the Awarded Contract due to misunderstanding or lack of knowledge of the Proposer as to liability for, or the amount of, any taxes for which the Proposer is liable or responsible by law or under the Awarded Contract or due to increases in tax rates imposed by any federal, state, or local government.

No payments in advance or in anticipation of services to be provided under any resulting Contract will be made. Consultant will only be compensated for performance delivered and accepted by Transit.

3.2 SUBMITTAL INSTRUCTIONS

Proposer will submit their complete Proposal in the following manner:

- A. Proposal:** Proposer must complete and submit all sections of the Proposal Submittal Document, located in [Appendix A](#), as their Proposal. One (1) hard copy and one (1) electronic copy of the Proposer's complete Proposal must be received by Intercity Transit on or before the Proposal Due Date and Time set forth in Section 2.2, Anticipated Procurement Schedule.
1. *Hard Copy:* The hard copy Proposal should be typed and submitted on 8.5" x 11" white paper in a bound format that allows the pages to lie fully flat when open.
 2. *Electronic Copy:* The electronic copy Proposal should be submitted on a USB flash drive or CD-RW/CD-ROM, labeled with the RFP number and Proposer's name. The preferred electronic formats are Microsoft Word 2000 (or more recent version) and PDF.
- B. Delivery of Proposal:** The Proposal must be delivered as follows:
1. Enclose the hard copy and electronic copy of the Proposal together in a single envelope or container and label as follows:

**Intercity Transit
Project 1802 - Federal Advocacy Services
Attn: Katie Cunningham
526 Pattison Street SE
Olympia, WA 98501**
 2. Ensure delivery to Transit at the address provided in Item B.1 above on or before the Proposal due date and time. The telephone number for shipping purposes is (360) 786-1881.
- C. Time of Receipt:** Time of receipt will be determined by the date and time the Proposal is received by Transit's Administrative Office Receptionist. Proposer accepts all risks of late delivery regardless of fault or chosen method of delivery.

Proposals are to be submitted in the format described in this Solicitation. No oral, faxed, e-mailed or telephone Proposals or modifications will be accepted or considered. All Proposals and any accompanying documentation become the property of Transit and will not be returned. **In the event of any discrepancies between the hard copy and electronic copy Proposal, the electronic copy will prevail.**

3.3 LATE PROPOSALS

Any Proposal received after the exact time specified for Proposal due date and time will not be accepted or considered. The exact time is designated as the date and time received by Transit's Administrative Office Receptionist.

3.4 PROPOSER RESPONSIVENESS

Proposer must respond to each question/requirement contained in this RFP. Failure to demonstrate to Transit that your firm meets RFP requirements and/or comply with any applicable item may result in the Response being deemed non-responsive and disqualified from further consideration.

Transit, at its sole discretion, reserves the right to consider the actual level of Proposer's compliance with Solicitation requirements, accept or reject any and all Proposals received, waive any irregularities or minor informalities, to accept any items or combination of items, and to request additional information required to fully evaluate a Proposal.

SECTION 4 - EVALUATION AND AWARD

4.1 OVERVIEW

The responsive responsible Proposer whose Proposal is determined to best meet all RFP requirements and is the most advantageous to Transit, based on the evaluation factors described herein, will be declared the successful Proposer. All Proposals are subject to Transit's final approval as to whether they meet all RFP requirements.

4.2 EVALUATION CRITERIA

The scores for each Proposal will be assigned a relative importance for each scored section as follows:

PHASE 1 EVALUATION

Phase 1 Requirements	Max Points
Non-Cost Proposal:	70 points
Cost Proposal:	30 points
Total Possible Phase 1 Points:	100 points

PHASE 2 EVALUATION (OPTIONAL)

Phase 2 Requirements	Max Points
Interview:	100 points
Total Possible Phase 2 Points	100 points

4.3 EVALUATION PROCESS

1. Initial Determination of Responsiveness (pass/fail)

Responses will be reviewed initially by the Procurement Coordinator to determine on a pass/fail basis compliance with administrative requirements as specified in this RFP. Only responses that meet this requirement will move to the next evaluation step.

Transit reserves the right to determine at its sole discretion whether Proposer's Response meets the Responsiveness criteria as set forth within this document. If all responding Proposers are determined to be deemed Non-Responsive, Transit will cancel the Solicitation and reject all Proposals.

Only Responses that pass the Initial Determination of Responsiveness review will be further evaluated based on the requirements in this Solicitation.

2. Phase 1 Evaluation - Non-Cost and Cost Elements (scored)

a. Non-Cost Proposal Evaluation:

Evaluators will score each element of the Non-Cost Proposal. The Procurement Coordinator will tabulate the evaluation team's scoring. Transit will calculate a single score for each Non-Cost Proposal. There are a maximum of **70 points** available for the Non-Cost Proposal.

b. Cost Proposal Evaluation:

The Procurement Coordinator will calculate the Cost score using Proposer's Cost Proposal submittal. The total available points for the Cost Proposal section are **30 points**. Cost scores will be calculated by combining elements of the Cost Proposal to determine the overall cost to Transit. The Proposer's Cost Proposal will be scored in relation of the other Cost Proposals received, with the lowest Cost Proposal receiving the maximum available points.

c. Proposer Total Phase 1 Score:

Proposers' Total Phase 1 Scores will be calculated by summing Non-Cost and Cost Proposal points (maximum of **100 points**) to determine the Proposer's total Phase 1 Score.

3. Phase 2 Evaluation - Interview (scored) (Optional)

Transit reserves the right to schedule Interviews if determined to be in the best interest of Transit. In the event Interviews are required, Transit will contact the top-scoring Proposer(s) from Phase 1 to schedule an Interview date, time, and location. If Phase 2 is required, Phase 1 scoring will only be used to determine which Proposer(s) move to Phase 2. Phase 2 scoring will then be used during the remainder of the RFP evaluation process to determine the Apparent Successful Proposer. There are a maximum of **100 points** available for the Interview. Commitments made by the Proposer during the Interview, if any, will be considered binding.

4. References (pass/fail)

Transit reserves the right to check references after Proposal submittal, to assist in determining the overall responsibility of the Proposer. References may be checked during Proposal evaluation to determine the responsibility of Proposers. Transit reserves the right to reject any Proposal submittal if the Proposer receives unfavorable references and may use results as a factor in award. Transit reserves the right to seek and substitute other references to determine the sufficiency of the Proposer's level of responsibility.

5. Evidence of Qualification (pass/fail)

After Proposal submittal, Transit reserves the right to make reasonable inquiry and/or requests for additional information, to assist in determining the overall responsibility of any Proposer. Requests may include, but are not limited to, educational degrees, business licenses, financial statements, credit ratings, references, record of past performance, experience, criminal background check, clarification of Proposer's offer, and on-site inspection of Proposer's or Proposer's Sub-consultant's facilities. Failure to respond to said request(s) may result in the Proposer being deemed non-responsive and thus disqualified. Transit reserves the right to reject any Proposal where, upon investigation of the available evidence or information, Transit is not satisfied that the Proposer is qualified to fulfill Contract requirements.

4.4 OVERVIEW OF THE AWARD PROCESS

The successful Proposer, if any, will be the responsive, responsible, qualified Proposer who's Proposal, in the sole opinion of Transit, best meets the requirements set forth in this RFP and is in the best interest of Transit. Transit may enter into Contract negotiations with the successful Proposer.

All responsive Proposers responding to this solicitation will be notified when Transit has determined the successful Proposer.

If Transit and the successful Proposer are unable to negotiate an acceptable Contract within a reasonable amount of time, Transit will terminate negotiations and will proceed to negotiations with the next highest ranked Proposer.

Transit may be required to make a recommendation of the successful Proposer to the Intercity Transit Authority (Authority). If the Authority concurs, a Contract will be awarded to the successful Proposer.

4.5 EXECUTION OF CONTRACT

The successful Proposer will execute the final Contract in duplicate and return to Transit, together with the evidences of insurance, within ten (10) Business Days of its receipt. After execution by Transit, one (1) original signed Contract will be returned to the Awarded Consultant.

4.6 POST AWARD MEETING

The Awarded Consultant may be required to attend a post award meeting scheduled by the Procurement Coordinator to discuss Contract performance requirements. The time and place of this meeting will be scheduled following Contract award.

APPENDIX A - PROPOSAL SUBMITTALS

Proposal Submittal Document: Proposers must complete and submit the below Proposal Submittal Document as their Proposal.



1802 Submittal
Document

APPENDIX B - SOLICITATION STANDARDS

Solicitation Standards: This document contains the Standard Definitions, Instructions to Proposers, and Terms and Conditions. This document does not need to be submitted, however Proposers are instructed to be familiar with it as it governs this Solicitation and will be incorporated into the resulting Contract.



1802 Solicitation
Standards

APPENDIX C - SAMPLE CONTRACT

Sample Contract Document: Transit expects the final Contract signed by the successful Proposer to be substantially the same as this Contract. This document does not need to be submitted, however Proposers are instructed to be familiar with it.



1802 Sample
Contract