

TOWN OF FRYE ISLAND

REQUEST FOR QUALIFICATIONS/PROPOSALS FOR FERRY REVENUE COLLECTION SYSTEM

The Town of Frye Island is requesting qualifications and proposals for a Ferry Revenue Collection System. Tasks include software design, equipment selection, system installation and user training. The project team must demonstrate specialized expertise related to the design of real-time revenue collection systems using barcode technology.

BACKGROUND

The attached document "Request for Proposal - Ferry Revenue System" dated 12/15/08 describes the functionality desired to be provided by the company responding to this request for a proposal. The company responding should feel free to modification the details of how the implementation is done, if there is a better way to accomplish the desired functionality.

SCOPE OF SERVICES

The project consists of three parts. The planning, design and implementation of each part should be separated in the response. Each part should be considered separate, with its own details and pricing. These parts are described in the "Request for Proposal - Ferry Revenue System":

- A. Barcode Ticket Sales & Acceptance for Ferry Use
- B. EZ Ride Prepaid Account Capability
- C. Ticket Purchase & Printing via the Internet

The response provided to the Town of Frye Island will be evaluated to determine if it meets the needs of the Town. The Town will determine if a response is acceptable and will notify the respondent that the proposal has been accepted.

The initial contract for this project will be limited to the planning phase of the project. If the Town is satisfied with the work completed during the planning phase the Town will seek to negotiate a design contract with the selected vendor for the design phase. If the Town is satisfied with the work completed during the design phase the Town will seek to negotiate a installation & training contract with the selected vendor for the installation phase.

REQUIREMENTS FOR QUALIFICATIONS/PROPOSALS

The purpose of this request for qualifications/proposals is to select a firm to perform the scope of services outlined herein. Responses to this solicitation must specifically address the following:

1. Proposed Approach to the Project - The respondent shall provide a written description indicating the firm's approach to the project. The scope of work should contain sufficient detail for inclusion in the agreement after review and/or modifications.

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2. Project Staffing and Organization - Include in the submittal the following information concerning your firm, the individuals in your firm, and any proposed subcontractors who will be assigned to this project. Information must be provided for the individuals or firms who will provide services related to the design of project. The Town will reserve the right to reject any individual(s) or subcontractor(s) from working on the project.

- A. Competence of the Firm to Perform Services

- a. General Experience

Include a brief description of the size, history, organization, financial capacity, staffing capability and total range of services offered by the firm.

- b. Prior Similar Experience and Past Performance

The statement should include descriptions of experience with work similar to that described in the scope of services above.

Respondents are requested to organize their discussion by category and to discuss at least one project for each of the categories in the scope including the size and type of facilities planned, designed and/or constructed, the schedule, and the budget for the project. The discussion should include a brief description of the project and identify the key personnel responsible or associated with the project.

In addition, respondents should provide a table listing all projects discussed in the narrative, total cost of the project divided into planning, design and construction, and a client reference for the project. The reference should include the name, title, firm, address, responsibility for the project and recently verified telephone number.

- c. Technical Training or Education

Include resumes of key personnel to be used on this project. Resumes should include managerial and technical qualifications, specific dates for all program assignments, degrees awarded and special recognition.

- B. Ability to Perform Services

- a. Availability of Personnel

- b. Equipment and Facilities - Equipment and facilities available to perform services expeditiously.

- c. Conflict of Interest

The respondent must certify that it has reviewed all current and/pending contractual obligations and assignments of its personnel and proposed staff and that no potential for conflict of interest or unfair advantage exists.

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- C. MBE/WBE/DBE, EEO, Civil Rights, Labor Law and other Statutory Requirements Compliance.

Demonstrate willingness to comply with the civil rights, equal employment opportunity, labor law and other statutory requirements.

3. Project costs - Include costs for each of the three parts of the project as follows:
- A. Planning Phase – Provide the proposed cost for the planning phase. Direct costs shall be broken down by task number indicated in the previously discussed scope of services for planning indicating the number of man-hours required for each team member and other personnel. The hourly rate for each team member and the firm’s audited overhead rate shall also be provided. A task breakdown shall also be made for expenses and subcontractors proposed for the contract. Proposed markups should be based on 10% on labor costs and 5% on costs for sub-consultants and expenses.
 - B. Design Phase – Provide an estimated cost for the design phase of this project. The level of detail shall be similar to that indicated for the planning phase above.
 - C. Installation Phase – No estimated costs are required for the construction phase at this time.
4. Project Schedule - A project schedule shall be included in the submittal describing the time frame necessary to complete the project. The schedule shall detail the design phase and provide reasonable expectations for the construction phase. The schedule shall also indicate the time necessary for any Town review of submitted reports/plans. The respondent shall so identify factors that may delay or affect the timely completion of any of the tasks.
5. References - Include the name, address and phone number of the client contact person for the projects you have listed in paragraph 2A.2 above. Please indicate status of the work as of the date of this submittal.

EVALUATION CRITERIA

The qualifications/proposals will be evaluated by a technical review committee composed of Town personnel. The various components of the submittal will be evaluated on (1) Proposed Approach to the Project, (2) Project Staffing and Organization, (3) Project Costs, and (4) Project Schedule.

SUBMITTAL PROCEDURES

The qualifications/proposals will be evaluated on the basis of information presented. Failure to address any of the above listed items may adversely affect the Town's evaluation of the submittal.

All responses to this solicitation should be sent electronically to the Wayne Fournier, Town Manager, Town of Frye Island at wfournier@fryeisland.com. Complete qualifications/proposals must be received at that email address no later than Friday January 23, 2009. No supplemental materials will be accepted after this date. Submittals should be in PDF format to make dissemination to Town staff rapid.

This request for qualifications/proposals does not commit the Town to pay costs incurred in the submittal of statements and does not commit the Town to procure or contract services.

For further information or to obtain specific details and requirements regarding the request for qualifications/proposals, please contact Wayne Fournier at wfournier@fryeisland.com.