



CAPE COD REGIONAL TRANSIT AUTHORITY

Cape Cod Regional Transit Authority

NOTICE TO CONSULTANTS REQUEST FOR QUALIFICATIONS

Submittal Due Date: March 18, 2025, prior to 2:00 PM EST

Engineering Services Required for Project No. 2025-001: Cape Cod Regional Transit Authority - Operations & Maintenance Facility, South Dennis MA., Upgrades Assessment and Recommendations

Scope of Work

Introduction

1. **Overview:** The Cape Cod Regional Transit Authority (CCRTA) seeks a qualified engineering firm to develop a comprehensive assessment, recommendations, cost estimates, and engineering plans for upgrades to the current Operations and Maintenance Facility located at 40 American Way, South Dennis, MA. The current footprint of the site is constrained and the CCRTA recognizes that not all facility upgrades may be possible. For that reason, the CCRTA created a prioritized list of core facility upgrades that will be provided and discussed fully with the selected engineering firm upon commencement of the engagement. The first deliverable under this procurement requires the selected engineering firm to evaluate all facility structures, site footprint, and daily operations in order to produce engineering recommendations that achieve an optimal outcome with respect to the CCRTA's prioritized list of facility upgrades to meet current and future operation and maintenance needs. Based on the engineering firm's recommendations of facility upgrades that can be accomplished within the site footprint and approved by the CCRTA, the firm will be required to develop engineering plans and cost estimates for the purpose of issuing a subsequent procurement (or procurements) for construction services. As part of the firm's assessment and recommendations, it is important to note that a singular property to the north of the current facility may be available for purchase which would expand the footprint. Prior to the commencement of the engagement, the CCRTA will determine if this available lot of land should be included in the firm's assessment.
2. **Timeline:** After qualified firms are identified, a Request for Quotes will be issued and we expect a winning bid to be selected with project commencement and initial deliverables completed by July 18, 2025 and CCRTA approved final engineering plan deliverables by October 3, 2025.

Description of Current Operations and Area

The Cape Cod Regional Transit Authority (CCRTA), has been providing public transportation services since 1976 to residents and visitors for all fifteen Cape Cod towns. The CCRTA owns and operates the Hyannis Transportation Center in downtown Hyannis and the CCRTA Operations and Maintenance Facility in South Dennis.

The South Dennis operations and maintenance facility was originally constructed in 2006 at which time the CCRTA operated approximately 105 vehicles providing transit services and currently operates 144 transit vehicles, most of which are located on the site. At peak times of the year, there are upwards of 125 employee vehicles parked on the site, which includes approximately 100 bus driver personal vehicles. Operations has expressed concern that there are insufficient designated spaces to accommodate all employee parking,

however, they have instituted a workaround which provides for the exchange of a bus driver's personal vehicle with an on-demand transit vehicle to ensure the limited amount of employee designated parking spaces are not exceeded. In addition, private company tractor trailer trucks enter/exit the site for fuel delivery, rubbish removal, and waste water removal. Employee parking, vendor parking, and private company truck traffic through the site will be an important component of the traffic flow safety study under this engagement. In 2023, the CCRTA began a migration of transit vehicles to BEB (Battery Electric Bus) technology. Given that current battery technology is not suitable for the mid-sized and large cutaway buses operated by the CCRTA, substantial migration of the fleet is not expected to occur until 2034, in lockstep with battery technology advances. This makes it both opportune and essential that an evaluation of the supporting infrastructure be completed and acted upon.

The Dennis operation and maintenance property is constrained by the Cape Cod Rail Trail on the south side as well as developed property surrounding the other sides. A single property of just over one acre is available on the north side of the property. Road access to the site is satisfactory and well maintained by the Town of Dennis during inclement weather. It is located in a business zoned area with operations twenty-four hours a day at certain times of the year.

Project Goal

A recent evaluation by Hatch Associates Consultants, completed in 2023, provided a comprehensive Fleet Transition Plan to zero-emission vehicles and provided initial thoughts on using the current facility to meet the future needs. This study raised questions about the adequacy of the existing facility as it currently exists that were outside the scope of their assessment but must be answered to determine how best to modify the facility and site to deal with the upcoming changes needed to function for general operations efficiency and in support of the transition to electric vehicles. The CCRTA has determined that the cost/benefit of a move to a new facility at a different location at this point in time is not a viable alternative. The first deliverable under this procurement requires the selected engineering firm to evaluate all facility structures, site footprint, and daily operations in order to produce engineering recommendations that achieve an optimal outcome with respect to the CCRTA's prioritized list of facility upgrades to meet current and future operation and maintenance needs. Based on the engineering firm's recommendations of facility upgrades that can be accomplished within the site footprint and approved by the CCRTA, the firm will be required to develop engineering plans and cost estimates for the purpose of issuing a subsequent procurement (or procurements) for construction services.

RFQ Response Considerations

The following general scope of work describes the anticipated extent of services to be provided by the engineering consultant team. This description is not intended to be all-inclusive, and the engineer consulting team should consider any tasks or services deemed necessary to complete the project satisfactorily. Consultant teams are encouraged to bring any expertise gained from other projects, creative ideas tested elsewhere, and best practices applicable to add to this project.

As an important component of the Scope of Work, the CCRTA requires the selected firm to produce a comprehensive evaluation and assessment of the existing operations facility and site that documents feasible and cost effect upgrades needed to meet the current and future needs of the CCRTA's provision of transit services. The existing footprint of the site is somewhat constrained and the CCRTA recognizes that not all facility upgrades may be possible. For that reason, the CCRTA created a prioritized list of core facility and site upgrades that will be provided and discussed fully with the selected engineering firm upon commencement of the engagement. In addition, the CCRTA developed a list of preliminary facility and site items that should be taken into consideration when submitting a response to the RFQ, as follows:

1. Footprint and Facility Assessment Considerations:

- a. Development constraints of the 40 American Way property.
 - i. Usable acreage is reduced by areas that are not able to be developed (Storm water management swales, easements, etc.).
- b. Suitability of site footprint to accommodate capital improvements in support of improved operational efficiency and the migration to battery electric vehicles.
 - i. Size and number of vehicles presently planned, including height requirements for new buses for maintenance.
 - ii. Additional service bays to be added to the current facility that allow for oversized vehicles as called for in the CCRTA Fleet Migration Plan.
 - iii. Retrofitting and/or possible relocation of existing wash-bay to accommodate buses that may have different dimensions as well as upgrades to meet current requirements for water conservation and waste water recycling.
 - iv. Options for covered storage of buses and fueling area to provide better protection from the elements.
 - v. Sufficient space for the efficient and safe operation of vehicles traversing the site and use of maintenance facility.
 - vi. Identify any specific items that must be upgraded/replaced at the current facility with consideration for the need to continue operations during any construction period.
 - vii. Final site footprint and facility upgrades efficiently and safely meets current and future operational needs, including: staff work rooms and offices; restrooms; employee parking; options for covered parking for current fleet of fossil fuel vehicles and future migration to battery electric vehicles and charging infrastructure, including a safe margin of spacing between battery electric vehicles and other vehicles when charging and parking overnight.
 - viii. Facility updated in a manner that complies with all relevant local, state, and federal regulations.
- c. Core transit services need to remain operational during construction upgrades to existing facility and site.
 - i. Phased construction plan to minimize impact on daily transit operations.
- d. Other footprint and facility factors to consider:
 - i. Assume current fleet will expand by five percent over time.
 - ii. Although not optimal, there is a portion of the property that is presently used for a driver training track that could be relocated to another property and would be available to support the site development needs.
 - iii. Although not optimal, consider off-site employee parking options to support the site development needs.
 - iv. Prior to the commencement of the engagement, the CCRTA will determine if the parcel of land adjacent to the property should be included in the assessment.

2. Cost Estimating

- a. Preparation of preliminary project cost estimates under Task 1 (below) and itemized project cost estimates under Task 2 (below).

3. Stakeholder Engagement

- a. Facilitate stakeholder engagement processes, consultations, and collaborative meetings, to gather input and perspectives from relevant stakeholders.
- b. Provide presentation materials for meetings as applicable.
- c. Ensure seamless collaboration and information exchange between all parties to maintain project efficiency and address any interrelated design or engineering considerations.

Tasks and Deliverables

While tasks and deliverables specific to the CCRTA's prioritized list of facility upgrades to meet current and future operation and maintenance needs will be provided, discussed fully, and agreed upon with the selected engineering firm upon commencement of the engagement, the following provides a preview of likely (but not all) requirements under the RFQ.

Task 1: Review Hatch's November 2023 "ZEV Transition Plan"

- Prior to kick-off meeting with CCRTA Management and Operations Team, review Hatch's November 2023 "ZEV Fleet Transition Plan", with focus on existing transit operations at South Dennis

Task 2: Meet with CCRTA Management and Operations Team

- Review CCRTA's prioritized list of facility upgrades and agree upon tasks, deliverables and timeframes
 - Review to include Hatch's November 2023 "ZEV Fleet Transition Plan" as an informative guide for the CCRTA's recommended transition to electric vehicles and related facility and site upgrades.
- CCRTA Management and Operations Team to provide a summary of existing transit operations at Operations facility.
 - Hours and days of operation
 - Number and size of transit vehicles
 - Most recent vehicle replacement plan
 - Flow of transit vehicles, service vehicles, and contractor vehicles on-site throughout the day, including:
 - Number of employees by job function
 - Employee parking needs
- Agree upon and set a schedule for follow-up meetings with Operations staff and CCRTA Management to acquire additional information required to complete the full SOW evaluation deliverables.

Deliverable 1: Operations Maintenance Facility and Site Review and Recommendations (July 18, 2025)

- Selected engineering firm to evaluate all facility structures, site footprint, and daily operations in order to produce engineering recommendations that achieve an optimal outcome with respect to the CCRTA's prioritized list of facility upgrades to meet current and future operation and maintenance needs.
 - Building – digital scan, generate building drawings (includes massing as appropriate) – existing conditions.
 - Site – generate site plan – existing conditions.
 - Preliminary project cost estimates.
- Evaluation of existing facility and site to consider the following:
 - How best existing maintenance facility footprint is able to accommodate CCRTA's prioritized list of capital upgrades such as:
 - Adequate spacing for electric vehicles and accompanying charging infrastructure.
 - Fire suppression equipment for this size fleet.
 - How transit operations can be properly managed through a phased construction approach.
 - Completed construction at existing operations maintenance facility provides for safe and efficient flow of vehicles throughout the site.
 - Scenarios for various configurations of proposed capital improvement projects such as:
 - Bus canopies over all buses versus a portion
 - Generators for back-up power to EV chargers or solar with battery storage
 - 2 – 4 new bus maintenance bays

- Various scenarios for modeling the flow of transit vehicles, service vehicles, and contractor vehicles on-site throughout the day.
- Recommended staging of construction phases to minimize disruption to daily transit operations.
- If CCRTA’s proposed capital improvement projects will not properly fit into the existing footprint of the property, the firm should consider alternative uses for the site, such as relocating the training track to a new location.

Deliverable 2: Facility and Site Improvement Plans and Cost Estimates (October 3, 2025)

- Based on the engineering firm’s recommendations of facility and site upgrades that can be accomplished within the site footprint and approved by the CCRTA, the firm will be required to develop engineering plans and itemized project cost estimates for the purpose of issuing a subsequent procurement (or procurements) for construction services.

Anticipated Selection Schedule

RFQ Notice Issued	February 14, 2025
Informational Meeting and Site Tour – if requested	March 4, 2025
Statement of Qualifications (SOQ) Due	March 18, 2025
Short-listed firms selected and notified	Week of March 31, 2025
Interview Period	Week of April 7, 2025
Firm Selected and Announced	April 18, 2025
Agreement(s) Executed	Week of May 5, 2025
Deliverable 1	July 18, 2025
Deliverable 2 - Draft	September 5, 2025
Deliverable 2 - Final	October 3, 2025

Informational Meetings and Site Tour (not mandatory)

March 4, 2025 at 1:00 PM EST
 Operations and Maintenance Facility Training Room
 40 American Way
 South Dennis, MA 02660

Addenda to this Notice

Contractors must submit the RFQ electronically via COMMBUYS. It is the responsibility of the interested firms to track any changes to this solicitation. Any addenda to the published public notice and/or RFQ will be posted on COMMBUYS.

Submittal Maximum Page Count and Additional Content

Statement of Qualifications (SOQ) must not exceed fifteen (15) single sided pages (total) of content using 8½ x 11 size sheets. Provided informational content is not included, the following will not be counted against the maximum page count:

- a. Title and Back Cover Pages
- b. Table of content
- c. Section Dividers/Tabs

- d. Consultant Selection Contact Form (Appendix A)
- e. Federal SF330 (Part II only) Form

A submitting firm may elect to include any other pertinent data it deems appropriate to address the selection criteria and assist the Selection Committee in evaluating the qualifications. Additional content must remain within the maximum page count.

Submittal Requirements

Contractors must submit the RFQ electronically via COMMBUYS. It is the responsibility of the interested firms to track any changes to this solicitation. Any addenda to the published public notice and/or RFQ will be posted on COMMBUYS.

Format the Statement of Qualifications (SOQ) to meet the following requirements. SOQs that do not follow this format may impact final scoring:

1. Title Page indicating: (not included in page count)
 - a. Project No. 2024-001: Operations & Maintenance Facility, South Dennis MA., Upgrades or Replacement
 - b. Name of Firm
 - c. Date of Submission
2. Cover Letter (not included in page count)
3. Executive Summary
4. Qualifications of Key Personnel Assigned to Project and Hourly Billing Rate
5. Relevant Experience
6. Past Performance
7. Consultant Selection Contact Form (Appendix A) (not included in page count)
8. Federal SF330 (Part II only) Form (not included in page count)

The Consultant Selection Contact Form (Appendix A) must identify the Designated Point of Contact, contact information, and address of the Firm.

How to submit the Statement of Qualifications (SOQ)

Contractors must submit the RFQ electronically via COMMBUYS. It is the responsibility of the interested firms to track any changes to this solicitation. Any addenda to the published public notice and/or RFQ will be posted on COMMBUYS.

Failure to submit the SOQ by the specified date and time above will render the SOQ as non-responsive to this notice and rejected by CCRTA for consideration. Failure to adhere to the submittal requirements may also render the SOQ as non-responsive to this notice and rejected by CCRTA for consideration.

Selection Process

The selection process will consist of two phases: Phase 1 SOQ Evaluation and Phase 2 Oral Interviews. The firms submitting qualifications in Phase 1 will be scored and ranked using the Phase 1 evaluation criteria in this RFQ. The most qualified firms (Finalists) will be invited to Phase 2 Oral Interviews. The Finalists will be scored and ranked based on the Phase 2 evaluation criteria. The Finalist with the best Phase 2 rank will be chosen to begin negotiations to provide consultant services for this project. Note, Phase 1 and Phase 2 scores are NOT combined.

Phase 1: SOQ Evaluation (total 100 points)

Each SOQ received and deemed responsive to this notice will be reviewed and evaluated by a selection panel as determined by CCRTA. This panel will review each SOQ for responsiveness and apply the following weighted selected criterion to determine a score for ranking. Weighted evaluation criterion for the Phase 1 SOQ Evaluation will be used by the selection committee to score each top-rated firm as follows:

Qualifications of Key Personnel

Identify specific individuals and sub-consultants for key positions for your proposed team. Describe how each individual’s professional experiences are relevant and bring value to the project. Provide proposed percentage of time that the Consultant intends to assign each individual or sub-firm to the Project and associated hourly billing rate. If applicable, indicate both the standard billing rate and discounted government rate that would be offered in response to the RFQ. **30 points**

Relevant Experience

Discuss projects your firm has undertaken of similar scope, size, and complexity within the past five years. Describe attributes of past projects that have met goals similar to the Owner’s goals for this project. Provide original project budget and actual completed costs along with current contact information for reference checking. **30 points**

Past Performance/ Project Approach

Based on past performance in a similar engineering project, describe the approach the Proposer might utilize to achieve and maintain the CCRTA’s project scope and schedule and provide examples of how the project deliverables were successfully met. **20 points**

Project Schedule

Propose a schedule identifying any interim deliverables for all phases of the work, assuming an April start date. The schedule must meet the requirements of the RFQ. **20 points**

Based on each score, each SOQ will be ranked, and a short-list of top-qualified firms will advance to Phase 2 Selection: Oral Interviews. CCRTA reserves the right to determine the total number of top-qualified firms to advance to Phase 2 Selection.

Phase 2: Oral Interviews (total 100 points)

Top-qualified firms (highest ranked firms) will be invited to participate in Phase 2 of the selection. All interviews will be in person only. Oral Interviews on a specified date and time, and will be formatted in two periods:

- Firm Presentation Period (Maximum: 30 Minutes)
- Question and Answer (Q&A) Period (Maximum: 20 minutes)
- Firm Closing Statements (Maximum: 5 Minutes)

Oral Interviews will be used by the selection committee to score each top-rated firm as follows:

Organization:

Management Plan
Team Member Qualifications
Capacity/Production Capabilities **25 points**

Project Management:

Scope management
Project Scheduling **25 points**

Project Approach:

Understanding of this project

Challenges & Opportunities **25 points**

Experience:

Relevant Past Projects (firm)

Relevant Past Projects (key team members) **25 points**

Other Information

The CCRTA reserves the right to continue with the consultant selected or has the option to conduct a new consultant selection process for future services for this project beyond those services advertised above.

The CCRTA also reserves the right to terminate negotiations with the successful most-highly qualified firm if mutual agreement is unachievable. The CCRTA may at its discretion, commence negotiations with the next highly qualified firm determined through this selection process; or conduct a new selection process for the procurement of services necessary to complete this project.

All Statements of Qualifications and submittals shall become property of the CCRTA and are subject to public disclosure, at the conclusion of the selection process, according to the provisions of Massachusetts Public Records Laws.

CCRTA may opt to select a second firm in the event that a new facility is ultimately recommended to design and engineer that facility or it may elect to retain the services of the same firm for that design at the discretion of the CCRTA. This is an option that would be negotiated separately only in the event it is needed.

Successful firms will be expected to sign the Standard Terms and Conditions from the State of Massachusetts and the Federal Clauses and Certifications. Copies of these documents are included as Attachments B, C and D respectively.



Consultant Selection Contact Form

Designated Point of Contact for Statement of Qualifications

Firm Name:	
Point of Contact Name & Title	
Email Address:	
Telephone:	
Address:	
City	
State	
Zip	