



Memorandum

TO: Prospective Proposers

CC:

FROM: Southeastern Regional Transit Authority (SRTA)

DATE: October 20, 2023

RE: SRTA New Bedford Maintenance Facility – Water Valve Replacement (3)

Background:

The Southeastern Regional Transit Authority (SRTA) is responsible for public transit services in ten (10) communities within the Southeastern Massachusetts region, and is funded with Federal, State, and local subsidies, as well as fare box revenue. The SRTA was created pursuant to Commonwealth of Massachusetts General Laws, Chapter 161B, and thus is considered a political subdivision of the Commonwealth of Massachusetts. The SRTA is required to comply with the mandates of the Americans with Disabilities Act (ADA), as are the entities in which it contracts with.

The resultant contract is subject to the applicable guidelines for project administration issued by the Federal Transit Administration (FTA) of the U.S. Government Department of Transportation (DOT). Additionally, the resultant contract is subject to financial assistance contracts between the SRTA, DOT-FTA, and the Massachusetts Department of Transportation (MassDOT). As such, all Contractors must comply with all applicable laws, rules, and regulations in effect.

The SRTA reserves the right to reject any or all proposals, or any part of any proposal, that the SRTA deems it in its best interest to do so.

Scope of Services:

The SRTA is seeking written quotes from qualified Contractors to perform the replacement of three (3) 4-inch ductile iron gate water valves located at the SRTA New Bedford Maintenance Facility (65 Potomska Street, New Bedford, MA 02740).

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700 Pleasant St., Suite 530, New Bedford, MA 02740
srtabus.com, (P) 508-999-5211 (F) 508-993-9196

General Information:

In addition to the above, the SRTA has identified the following general requirements for this project:

1. The Contractor shall survey the site prior to submitting a quote on the work to be performed as outlined herein.
 - a. As indicated under the *Estimated Key Action Dates* section below, a Site Visit is scheduled for Friday, November 3rd, 2023 at 8:00AM (Eastern Time).
2. The Contractor shall perform the work associated with this project outside of the normal business hours:
 - a. Monday through Saturday
 - i. 11:00PM to 4:00AM (ET)
 - b. Sunday
 - i. No restrictions, with the exception of the requirement below.
3. The Contractor shall ensure that the property water supply is restored and fully functional prior to the start of normal business hours (4:00AM)
 - a. The SRTA will permit work to occur over the course of multiple days, so long as the above is adhered to.
4. The Contractor is solely responsible for obtaining and/or coordinating the necessary permits and required inspections.
5. The Contractor is solely responsible for obtaining safe, proper access to the water meter pit.
6. The work performed shall include the proper removal and disposal of all materials and parts associated with the existing system that are identified as needing replacement.
7. The work performed shall include the proper installation and use of all materials, parts, and services associated with the proposed system.
8. All associated work shall be performed by the Contractor or Subcontractor.
 - a. Note: Subcontractors, if applicable, shall be indicated in the Submittal Package.
9. All documentation shall be provided to the SRTA upon completion.
 - a. This includes Submittals, Drawings (As-Builts), Testing Reports, Permitting, and any other documentation that is deemed pertinent.

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Important Note: This project will be subject to Prevailing Wage Rates as outlined in the Official Wage Schedule from the Massachusetts Department of Labor Standards. The applicable Official Wage Schedule will be included as an attachment to the solicitation packet.

Proposal / Submission Criteria:

Completed submissions should be submitted via email to jlebert@srtabus.com or faxed to (508) 993-9196 and should include or denote the following:

- Subject Line (Email Line or Cover Letter):
 - SRTA New Bedford Maintenance Facility – Water Valve Replacement (3)
- Authorized Personnel Contact Information
 - General Information Form (Attachment)
- Submittal Package
 - Standard Company Quotation Form
 - Note: The SRTA is a tax-exempt entity. The Certificate of Exemption can and will be provided to the successful proposer.
 - Uniform Bid Sheet
 - Attachment
 - Proposed Work Plan (Detailed)
 - **Important Note:** This should include the anticipated lead time of materials and the proposed timeline in which the work shall be completed, accepted, inspected, and approved.
- Technical Specifications
 - Manufacturer or Contractor Provided
- Warranty Information
 - Manufacturer or Contractor Provided

Estimated Key Action Dates:

The table below lists the estimated dates for key milestones of the procurement process. Some of the dates shown are tentative and subject to change. Any changes to this defined schedule will be formally published.

Milestone	Date	Time
Release	Friday, October 20, 2023	COB
Site Visit	Friday, November 3, 2023	8:00AM ET
Submittal Package Due	Tuesday, November 14, 2023	2:00PM ET
Notice of Award	Monday, November 27, 2023	COB

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Please note that “COB” identifies Close of Business, which is defined as 4:00PM ET for this procurement.

The work associated with this project is expected to commence upon the *Notice of Award*. As indicated under the *Submission Criteria*, all proposals should plainly include the anticipated lead time for materials as well as the proposed timeline in which the work can be completed.

Additional Information:

In compliance with the procurement guidelines set forth by the Federal Transit Administration (FTA), any Vendor looking to conduct business with the Southeastern Regional Transit Authority (SRTA) or it's appointed Operating Company — Transdev (First Transit) / South Coast Transit Management (SCTM) — are required to demonstrate responsiveness and responsibility. Vendors must sign off on applicable Federal Clauses and are encouraged to be registered with the System for Award Management (www.SAM.gov).

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GENERAL INFORMATION FORM

*Southeastern Regional Transit Authority
New Bedford Maintenance Facility – Water Valve Replacement (3)*

Name of Organization: _____

Telephone Number: _____

Years in Business: _____

Organization is (Check One):

Corporation Partnership Association Joint Venture Sole Proprietorship
 Public Agency Quasi-Public Agency

Other: (Explain): _____

Organization's Address: _____

Name, Title, and Telephone Number of the Organization's Authorized Representative:

The undersigned, being cognizant of the pages, documents and exhibits concerned herewith agrees to provide the SRTA with the services described in this Notice.

The Offeror hereby affirms that this submittal is genuine, not a sham or collusive, and is not made in the interest of any person not therein named.

Authorized Official (Print)

Title

Authorized Official (Signature)

Date

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