



**Anaheim Resort Transportation  
Implementation of Storm Water and  
Other Environmental Regulatory Compliance  
REQUEST FOR PROPOSALS**

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**CONTRACTING OFFICER**

Request For Proposals: 2014-006

Proposals delivered in person or by a means other than the U.S. Postal Service shall be sealed and submitted to the following:

**Anaheim Transportation Network  
1354 South Anaheim Blvd.  
Anaheim, CA 92805  
Attention: Diana Kotler**

Or proposals delivered using the U.S. Postal Service shall be addressed as follows:

**Anaheim Transportation Network  
1354 South Anaheim Blvd.  
Anaheim, CA 92805  
Attention: Diana Kotler**

Telephone (714) 563-5287 Fax No.: (714) 563-5289  
E-MAIL dkotler@atnetwork.org

**I. BACKGROUND**

The Anaheim Transportation Network (ATN), a local non-profit transportation management association and a service provider of the Anaheim Resort Transportation (ART) system, is seeking proposals from qualified parties to assist ATN in evaluating, obtaining (if needed) and implementing various storm water and environmental regulatory permits.

ATN improves mobility and air quality throughout the cities of Anaheim, Garden Grove, Santa Ana and Orange County, California by operating a fleet of buses along fixed routes to provide access to hotels, malls, and tourist-related enterprises that are the main destinations connected by the system.

The ATN has an administrative and bus maintenance facility located at street address 1354 South Anaheim Boulevard in the City of Anaheim, California. The site is depicted in the material below. The site serves as a bus maintenance, repair, fueling, and cleaning facility, as well as an employee break station. Maintenance, repair, refueling and cleaning are performed for approximately 76 buses. A total of approximately 17 propane, 24 compressed natural gas and 35 liquefied natural gas powered buses are serviced and maintained. The site consists of a variety of administrative, parking, maintenance, and refueling operations.

ATN completed a move to the current facility on May 1, 2014, and understands that there are a number of storm water and environmental permits that need to be evaluated, obtained, implemented and maintained.

A preliminary evaluation of the current conditions and facilities has been conducted and ATN is seeking proposals to evaluate, obtain (if needed) and implement a Statewide General Permit for Storm Water Discharges Associated with Industrial Activities, Orange County Municipal Separate Storm Water System (MS4) Permit and other applicable permits and associated actions.

The current maintenance operations are classified as industrial facilities. Operations include the use of materials classified as hazardous. Some waste produced onsite are classified as hazardous wastes. The ATN understands that both hazardous materials and hazardous wastes are subject to a number of other regulatory authorities. Based on the preliminary review of the current conditions, ATN believes that these requirements are met.

Through this RFP the ATN seeks to retain professional services to assist it meet various storm water and environmental regulatory permits. Table 1 represents a list of identified permits that ATN may be required to obtain and maintain.

**TABLE 1**

<b>Compliance Area</b>	<b>Permit</b>
Statewide General Permit for Storm Water Discharges Associated with Industrial Activities	NOI and SWPPP BMP Implementation
Santa Ana Regional Area Storm Water Runoff, Orange County Municipal Separate Stormwater System (MS4) Permit	BMP Implementation (upon completion of the General Industrial Storm Water compliance)
Waste Water Discharge, Orange County Sanitation District Ordinance No. OC-39	BMP Implementation
Air Quality Permitting Requirements, So. Coast Air Quality Management District Permits to Operate – (1) LPG Fuel Transfer & Dispensing Facility and (2) Solvent Wipe Cleaning & Degreaser	Certified Unified Program Agency (CUPA) Environmental Audit
Certified Unified Program Agency, City of Anaheim Hazardous Materials Section	CUPA Environmental Audit



The ATN also understands that certain, and to be identified, “structural BMPs” or site improvements maybe necessary. The selected consulting team will need to identify necessary structural BMPs and site improvements and either may propose to construct these themselves or may propose to perform these improvements through the use of sub-contractor arrangements.

## **II. SCOPE OF WORK**

### **Task 1: Project Startup, Site Evaluation and Approach**

- Task 1.1**                      Coordinate with ATN project approach and strategy taking into consideration current site conditions and potential for a near-term (6-18 month) re-location.
- Task 1.2**                      Review existing vendor contracts and formulate need for permitting and site improvement strategies.
- Task 1.3**                      Prepare recommendations for Best Management Practices (BMPs)

<b><i>Deliverable</i></b>	<b>Documentation</b>
Technical memorandum summarizing methodology and implementation strategy	Technical memorandum
Technical memorandum outlining existing contract agreements and summary of permitting needs	Technical memorandum
Outline in a technical format recommendations for Best Management Practices including structural and capital recommendations	Technical memorandum

### **Task 2: Development of Budgetary Cost Considerations**

- Task 2.1**                      Using site analysis to prepare budgetary projections for full compliance.
- Task 2.2**                      Outline and itemize all associated compliance costs to be expended,

including total costs associated with the consulting team, sub-contractors and toward regulatory agencies. To the extent that construction costs are anticipated by the proposer, cost estimates should be based on planning level diagrams and plans to approximate actual construction costs.

<i><b>Deliverable</b></i>	<b>Documentation</b>
Itemized project budget	Technical memorandum

### **Task 3: Implementation and Permits Securement**

**Task 3.1** Prepare necessary applications, reports, plans and other documents for submission to regulatory agencies.

**Task 3.2** Work with regulatory agencies to obtain necessary permits on ATN's behalf, transfer existing permits from previous operator to the ATN and assist in obtaining approval of all requested permits.

<i><b>Deliverable</b></i>	<b>Documentation</b>
Application and documentation preparation	Permit applications and supporting documentation
Obtain on behalf of the ATN regulatory permits	Approved permits

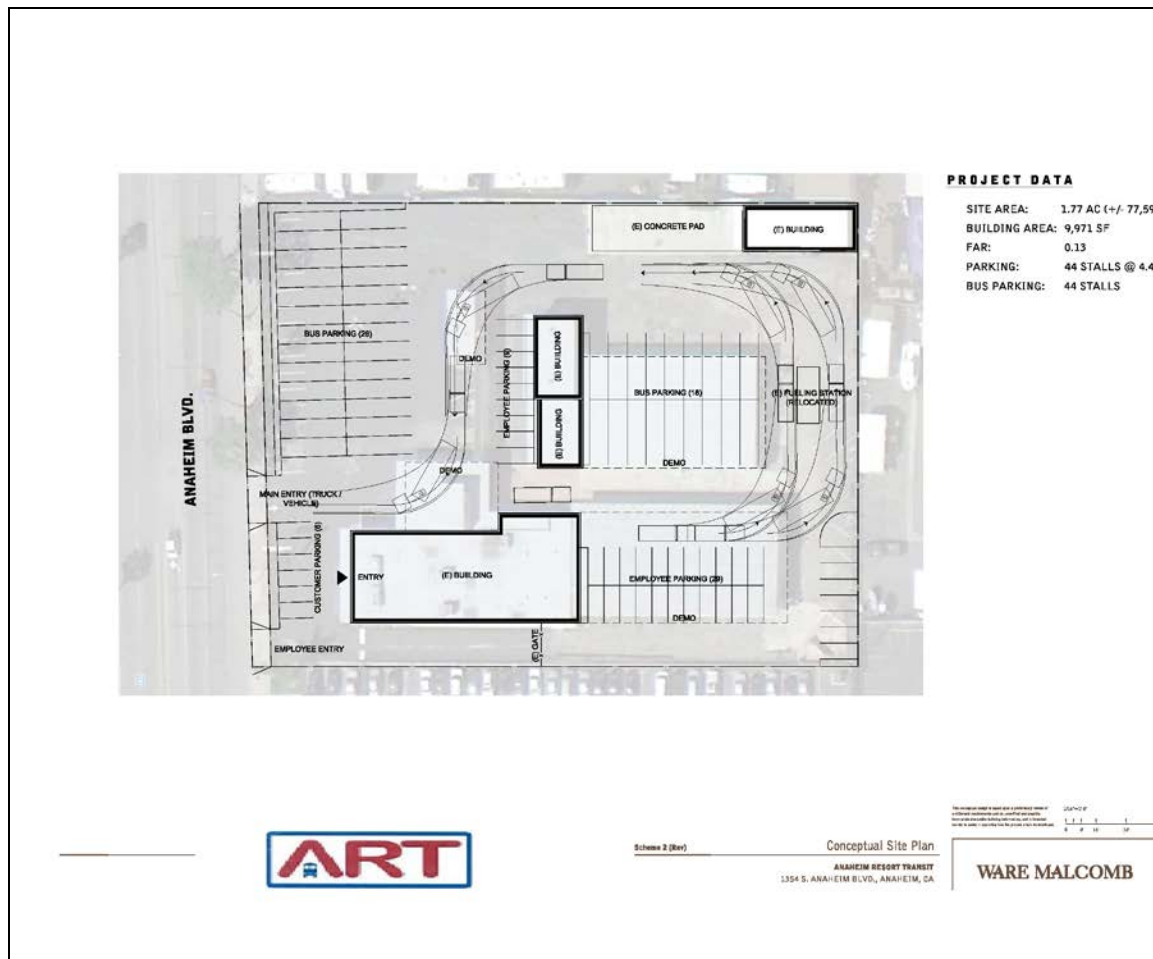
### **Task 4: Develop and Implement Personnel Training Program**

It is the full intent of ATN to maintain its own compliance upon completion of the initial approval and site improvement process. The selected consulting team shall prepare a comprehensive staff training program, training modules and provide initial training to all necessary personnel for continued compliance and self-reliance.

Consultant shall identify positions within the ATN to be responsible for the maintenance of regulatory compliance.

<i><b>Deliverable</b></i>	<b>Documentation</b>
Identify key ATN personnel	Technical memorandum
Conduct training program	Training modules
Permit renewal schedule, process and budget	Technical memorandum

## SURVEY OF ATN LOCATION





### III. SOLICITATION SCHEDULE

The following is the solicitation schedule for Consultants:

RFP Release Date	<i>June 6, 2014</i>
Site Visits (Optional)	<i>June 16, 2014</i>
Consultant Communications and Requests	<i>June 20, 2014</i>
ATN Response to Communications and Requests	<i>June 27, 2014</i>
<b>Proposal Due Date</b>	<b><i>July 11, 2014 (2 p.m.)</i></b>
Interviews (Optional at ATNs discretion)	<i>August 1, 2014</i>
ATN Board of Director's Recommendation Approval	<i>August 27, 2014 (approx.)</i>
Notice to Proceed	<i>September 1, 2014 (approx.)</i>

#### 3.1 CONSULTANT COMMUNICATIONS AND REQUESTS

All correspondence, communication and/or contact in regard to any aspect of this solicitation or offers shall be with the Executive Director identified in "ATN and Contracting Officer" or his/her designated representative. Consultants and their representatives shall not make any contact with or communicate with any members of the ATN, its Board of Directors, or its employees and consultants, other than the Executive Director in regard to any aspect of this solicitation or offers.

At any time during this procurement up to the time specified in "Solicitation Schedule" as the deadline for "Consultant Communications and Requests," Consultants may request, in writing, a clarification or interpretation of any aspect, or a change to any requirement of the RFP or any addenda to the RFP. Such written requests shall be made to the Executive Director and may be transmitted by email or facsimile.

#### 3.2 ATN RESPONSE TO COMMUNICATIONS AND REQUESTS

The ATN will not respond to oral requests. Any responses to such written requests shall be provided by the ATN in the form of addenda only. Only written responses provided as addenda shall be official and all other forms of communication with any officer, employee or agent of the ATN shall not be binding on the ATN.

If it should appear to a prospective Consultant that the performance of work under the Contract, or any of the matters relating thereto, is not sufficiently described or explained in the RFP or Contract documents, or that any conflict or discrepancy exists between different parts thereof or with any federal, state, or local law, ordinance, rule, regulation, or other standard or

requirement, then the Consultant shall submit a written request for clarification to the ATN within the time period specified above.

All written questions and/or requests received by the ATN within the identified time will be answered in written addenda no later than June 20, 2014.

### **3.3 ADDENDA TO RFP**

The ATN reserves the right to amend the RFP at any time. Any amendments to or interpretations of the RFP shall be described in written addenda. The ATN shall provide copies of the addenda to all prospective Consultants officially known to have received the RFP. Prospective Consultants, or their agents, shall be responsible to collect the addendum at the address provided in "ATN and Contracting Officer" or receive same otherwise. Notification of or the addendum will also be made available through ATN's website, and will be e-mailed by request to all such prospective Consultants officially known to have received the RFP and to the address provided by each prospective Consultant. Failure of any prospective Consultant to receive the notification or addendum shall not relieve the Consultant from any obligation under its proposal as submitted or under the RFP, as clarified, interpreted or modified. All addenda issued shall become part of the RFP. Prospective Consultants shall acknowledge the receipt of each individual Addendum and all prior addenda in the proposals; failure to do so may result in disqualification.

If ATN determines that the addenda may require significant changes in the preparation of proposals, the deadline for submitting the proposals may be postponed by the number of days that the ATN determines will allow Consultants sufficient time to revise their proposals. Any new Due Date shall be included in the addenda.

### **3.4 CONDITIONS, EXCEPTIONS, RESERVATIONS OR UNDERSTANDINGS**

Proposals stating conditions, exceptions, reservations or understandings (hereinafter "deviations") relating to the RFP may be rejected.

Any and all deviations from requested information or material must be explicitly, fully and separately stated in the proposal setting forth at a minimum the specific reasons for each deviation so that it can be fully considered and, if appropriate, evaluated by the ATN. All deviations found by the ATN to be unacceptable in accordance with the appropriate evaluation criteria and procedures, and may result in the Consultant receiving a less favorable evaluation than without the deviation.

### **3.5 DUE DATE**

Sealed proposals, one (1) original and five (5) copies must be received by the ATN on or before **July 11, 2014 at 2:00 p.m.** Proposals and subsequent offers shall be valid for a period of 120 days.

### **3.6 INTERVIEWS**

During the evaluation period, the ATN may (but is not obligated to) choose to interview some or all of the proposing firms. The ATN has identified August 1, 2014, to be the date to conduct interviews. The ATN will notify Consultants of the specific time and location for the interview. All prospective Consultants are asked to keep this day available. No other interview dates will be provided; therefore, if a Proposing Consultant is unable to attend the interview on indicated date and time; its proposal may be eliminated from further consideration. The interview may consist of a short presentation by the Consultant after which the evaluation committee will ask questions related to the firm's proposal and qualifications. The committee will use pre-established criteria during the interview process to score and make their final recommendation.

## **VI. INSTRUCTIONS TO CONSULTANTS**

### **4.1 TECHNICAL PROPOSAL REQUIREMENTS**

A letter of transmittal shall be addressed to the Executive Director and must, at a minimum, contain the following:

- a. Identification of the offering firms(s), including name, address and telephone number of each firm;
- b. Proposed working relationship among offering firms (e.g., prime/subcontractor), if applicable;
- c. Name, title, address and telephone number of contact person during the period of proposal evaluation;
- d. A statement to the effect the proposal shall remain valid for a period of not less than 120 days from the date of submittal; and
- e. Signature of person authorized to bind the offering firm to the terms of the proposal.

Proposals should be submitted in 8-1/2 x 11 papers, using a single method of fastening. Offers should be typed with standard 12 point fonts, double spaced and double sided and should not include any unnecessarily elaborate or promotional material. Lengthy narratives are discouraged and presentations should be brief and concise. The proposal should not exceed thirty (30) double sided pages in length, excluding any appendices. Information should be presented in the order which it is requested.



## **4.2 CONSULTANT QUALIFICATIONS STATEMENT**

This section of the proposal should establish the ability of the Consultant to satisfactorily provide the required services by reasons of: demonstrated competence in the service to be provided; the nature and relevance of recently completed work; staffing capability as a business concern; and supportive client references.

- a. Provide a brief profile of the firm and a general description of the firm's financial condition. Identify any conditions (e.g. bankruptcy, pending litigation, planned office or plan closures, impending merger) that may impede the Consultant's ability to complete the project.
- b. Identify subcontractors, if any, by company name, address, contact person, telephone number and project function. Provide the same information for each subcontractor as requested above, and describe any experience working with each subcontractor.
- c. In addition, for each project cited as related experience, furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed. The Consultant may also supply references from other work not cited in this section as related experience. Listing of references shall include a detailed description of the work performed for the client referenced. Consultant must provide, as a minimum, three references.

## **4.3 WORK PLAN**

The Consultant shall provide a work plan that is responsive to the scope of work which exhibits the Consultant's understanding of the ATN's needs and requirements. The Consultant is encouraged to be creative and not just repeat tasks contained in the Scope of Work. Where the Consultant proposes alternative approaches to meet the ATN's needs, these should be thoroughly explained as should any deviations or exceptions to the task identified in this RFP.

## **4.4 MANAGEMENT PLAN**

This section of the proposal should establish the qualifications of the proposed project staff in terms of education, experience and professional credentials; the logic of the Consultant's proposed project organization as measured by lines of reporting and control; and the adequacy of labor resources. Identify key personnel proposed to perform work on the project, and indicate major areas of subcontracted work, if any. Include a project organization chart which clearly delineates communication/reporting relationships among the project staff and among the various firms involved.

Furnish brief resumes for the proposed project manager and other key personnel. Resumes must feature experience most directly relevant to the work proposed for such key personnel on this project. Resumes should also describe the involvement of the key personnel

in the related experience of the firm and indicate length of time employed by the Consultant. Include a statement that key personnel shall be available for the duration of the project, and acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the ATN.

#### **4.5 PRICE PROPOSAL REQUIREMENTS**

Cost proposals shall provide cost associated with the implementation of each identified task. Itemized budget shall provide information to identify specific labor costs, permit costs, structural BMP / site improvement costs (as can be estimated based on the site visit, it being the expectation that planning level construction estimates be provided), travel and other miscellaneous costs.

Hourly labor rates shall be identified for assigned consulting personnel with the associated number of labor hours to be dedicated to the project.

Should Consultant decide to retain sub-contractor services for one or more tasks identified in the RFP, all sub-contracting costs shall be clearly presented and substantiated.

#### **4.6 PROJECT SCHEDULE**

ATN anticipates award of the contract to the selected Consultant approximately at its August 2014 Board of Directors meetings. It is anticipated that all contractual negotiations shall be completed and ready for execution upon final Board approval and award. ATN reserves the right to add other provisions to the draft agreement attached to this RFP prior to finalizing an agreement for ATN's Board's consideration. In the event that structural BMPs/site improvements are necessary, a construction contract (or addenda to the attached draft) may be required.

Consultant shall prepare a detailed Project Schedule based on the timeline outlined above. Project schedule shall include anticipated time for permit approval and completion of all necessary and identified site improvements.

### **V. PROPOSAL EVALUATION, NEGOTIATION AND SELECTION**

Proposals will be evaluated, negotiated, selected and awarded in accordance with the criteria and procedures described below.

#### **5.1 OPENING OF PROPOSALS**

Proposals will not be publicly opened. All proposals and evaluations will be kept strictly confidential throughout the evaluation, negotiation and selection process. Only the members of the Selection Committee and Evaluation Team and other ATN officials, employees and agents

having a legitimate interest will be provided access to the proposals and evaluation results during this period.

## **5.2 SELECTION COMMITTEE AND EVALUATION TEAM**

An Evaluation Team shall make all decisions regarding the evaluations, determination of responsible Consultants and the competitive range, negotiations and the selection of the Consultant, if any, that may be recommended for award of the Contract. The Evaluation Team will carry out the detailed evaluations and report all of its findings to the ATN's Board of Directors for final approval.

## **5.3 PROPOSAL SELECTION PROCESS**

The following describes the process by which proposals will be evaluated and a selection made for a potential award. Any such selection of a proposal by a responsible Consultant shall be made by consideration of only the criteria of "Proposal Evaluation Criteria".

## **5.4 PROPOSAL EVALUATION CRITERIA**

The following are the completed criteria, listed by their relative degree of importance, by which proposals from responsible Consultants will be evaluated and ranked.

Work Plan	15%
Management Plan	15%
Cost Proposal	25%
Implementation Schedule	20%
Qualifications of Firm	10%
Staffing and Project Organization	15%

## **5.5 EVALUATION PROCEDURES**

All aspects of the evaluations of the proposals and any discussions/negotiations, including documentations, correspondence and meetings, will be kept confidential during the evaluation and negotiation process.

Proposals will be analyzed for conformance with the instructions and requirements of the RFP and Contract documents. Proposals that do not comply with these instructions and do not include the required information may be rejected as insufficient. ATN reserves the right to request a Consultant to provide any missing information and to make corrections. Submittal of a proposal will signify that the Consultant has accepted the whole of the Contract documents,



except such conditions, exceptions, reservations or understandings explicitly, fully and separately stated.

## **VI. RESPONSE TO PROPOSALS**

### **6.1 ACCEPTANCE/REJECTION OF PROPOSALS**

The ATN reserves the right to reject any or all proposals for sound business reasons, to undertake discussions with one or more Consultants, and to accept that proposal or modified proposal which, in its judgment, will be most advantageous to the ATN. The ATN reserves the right to consider any specific proposal which is conditional or not prepared in accordance with the instructions and requirements of this RFP to be noncompetitive. The ATN reserves the right to waive any defects, or minor informalities or irregularities in any proposal which do not materially affect the proposal or prejudice other Consultants.

The ATN may reject a proposal that includes unacceptable deviations.

### **6.2 CANCELLATION OF PROCUREMENT**

The ATN reserves the right to cancel the procurement, for sound business reasons, at any time before the Contract is fully executed and approved on behalf of the ATN.

### **6.3 PROTESTS**

Any protests by an interested party regarding this procurement shall be made in accordance with the protest procedure of the ATN. Written protest procedure may be obtained by contacting the Procurement Officer.

### **6.4 NOTIFICATION OF AWARD AND DEBRIEFING**

Consultants who submit a proposal in response to the RFP shall be notified in writing regarding the firm awarded the contract. Such notification shall be made within three (3) days of the date the Contract is awarded.

Consultants who are not awarded the Contract may obtain a prompt explanation concerning the strengths and weaknesses of their proposal. Unsuccessful Consultants who wish to be debriefed must request the debriefing in writing and it must be received by the ATN within three (3) days of the notification of the Contract award.



## VII. REQUIRED FORMS

### 7.1 ACKNOWLEDGEMENT OF ADDENDA

The following form shall be completed and included in the proposal.

Failure to acknowledge receipt of all addenda may cause the proposal to be considered non-responsive to the solicitation. Acknowledged receipt of each Addendum must be clearly established and included with the Offer.

The undersigned acknowledges receipt of the following addenda to the documents:

Addendum No:	_____	Dated:	_____
Addendum No:	_____	Dated:	_____
Addendum No:	_____	Dated:	_____
Addendum No:	_____	Dated:	_____

Consultant _____	_____
Name	Street Address
	_____
	City, State, Zip
	_____
	Signature of Authorized Signer
	_____
	Title
	_____
	Phone