



Memorandum

TO: Prospective Proposers

CC:

FROM: Southeastern Regional Transit Authority (SRTA)

DATE: September 23, 2024

RE: SRTA New Bedford Terminal Renovations

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 Southeastern Regional Transit Authority invites qualified applicants to submit proposals to provide design/build construction services for the adaptive reuse of approximately 273 square feet of storefront space located at the New Bedford Bus Terminal.



Scope of Trades Needed:

Deinstallation/demolition of existing cabinetry, including utility sink

Installation of independent mini split unit

Construction of wall partitioning and countertop space

Replace utility sink with kitchen sink

Paint

Floor repair/polishing

Ceiling tile replacement

Modify electrical as needed

Modify plumbing as needed

General Requirements:

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 can be scheduled between October 7th through October 11th.
2. The Contractor is responsible for obtaining and/or coordinating the necessary permits and required inspections.
3. The work performed shall include the proper removal and disposal of all materials identified as needing replacement.
4. The work performed shall include the proper installation and use of all materials and parts, as indicated by the manufacturer specifications.
5. All associated work shall be performed by the Contractor or Subcontractor.
 - a. Note: Subcontractors, if applicable, shall be indicated in the Submittal Package



6. All project 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.

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 chebert@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 Terminal Renovations
- Authorized Personnel Contact Information
- 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.
- 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	Monday, September 23 rd	COB
Site Visit (by appointment)	Week of October 7 th – October 11 th	9:00AM – 3:00PM ET
Submittal Package Due	Friday, October 18th	2:00PM ET

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.