



REQUEST FOR PROPOSAL

Eagle Pass Study

SOUTHWEST AREA REGIONAL
TRANSIT DISTRICT

DEADLINE: FRIDAY, JANUARY 18, 2019
PM CST

3:00

Southwest Area Regional Transit District
Request for Proposal
Economic Feasibility Study
SWART Eagle Pass Property & Facility

The Southwest Area Regional Transit District (SWART) is seeking consultant services to update its 2016 Feasibility Study in locating property with potential of purchasing property in Eagle Pass, Texas and facility conceptual design. Also, included in the request for proposal (RFP) are additional requirements needed to be included in the study other than feasibility study updates. The 2016 SWART-Eagle Pass Property Feasibility Study is attached.

SECTION 1 HISTORY:

In 2016 SWART conducted a feasibility study in the first steps to purchase property in Eagle Pass, Texas where the agency were leasing space. Upon completing the study, SWART acquired funding from the Texas Department of Transportation (TxDOT) to conduct a Phase I Environmental Study in order to submit a Categorical Exclusion. A Phase 2 Environmental Study was conducted in early 2018 as requested by TxDOT. Before a final Categorical Exclusion could be submitted, the opportunity to purchase the planned designated land was no longer present. This has forced SWART to continue searching for property in Eagle Pass for its growing services and possibility of becoming a Small Urban Transportation System in the near future.

SECTION 2 BACKGROUND

SWART is a rural public transportation system that provides services in the counties of Dimmit, Edwards, Kinney, La Salle, Maverick, Real, Uvalde, and Zavala. Over 90,000 one-way trips are provided annually traveling over 900,000 miles. Both local and out-of-area routes are provided throughout the Middle Rio Grande Region and into the larger metropolitan cities of San Antonio and Laredo. SWART contains a fleet size of 52 revenue service vehicles and 9 support vehicles. The Main Office is located in Uvalde where a vehicle maintenance shop is also located. A satellite office is located in Eagle Pass where 50% of its fleet is also housed and where a vehicle maintenance shop is also housed. SWART provides various transit services ranging from rural public transportation, non-emergency medical transportation services, contracted services, and other transit services for specialized populations groups. SWART's area falls in the Eagle Ford Shale region of Texas and borders Mexico.

SWART is a political sub-division of the state of Texas and is a Rural Transit District s per TITLE 6. ROADWAYS, SUBTITLE K. MASS TRANSPORTATION, CHAPTER 458. RURAL AND URBAN TRANSIT DISTRICTS and is governed by the county judges of its service area. The agency employs on average between 30-50 staff including administrative staff, dispatchers (Uvalde & Eagle Pass), Vehicle Maintenance Technicians, Trainer, Operations Manager, and Vehicle Operators.

SECTION 3 SCOPE OF WORK

Data Collection:

Determine the functional requirements and operational characteristics of the proposed facility:

1. Assist in identifying the staff to be involved in the interview process.
2. Develop a questionnaire to be completed by the SWART staff prior to the interviews.
3. Perform a Workshop #1 (Programming). Interview key staff personnel to determine the functional requirements and operational characteristics for the functions to be located at the facility. Examples of topics to be addressed during the interviews include:
 - a. Review current and projected use of alternative fuels (natural gas, propane, battery electric, hybrid electric, etc.)
 - b. Review requirements for repair bays, shops, material storage, and other maintenance functions.
 - c. Review body repair activities and requirements.
 - d. Review requirements for wheelchair lift and air conditioning repairs.
 - e. Review existing maintenance philosophy and policies, procedures, and maintenance techniques for scheduled and unscheduled maintenance, component rebuild, body repairs, and paint.
 - f. Review vendor contracted activities and requirements.
 - g. Review revenue retrieval procedures to determine impact on site circulation.

tion and facility space requirements, if any.

- h. Review fueling, interior cleaning, and exterior cleaning requirements, if any on-site.
 - i. Review existing preventive maintenance program to determine frequency of inspections and average time required for each.
 - j. Review requirements for radio and support vehicle repairs.
 - k. Review existing inventory control policies, procedures, and techniques to determine parts storage requirements. This will include a review of various storage systems available for parts storage.
 - l. Review facility maintenance requirements that may affect material selection, plumbing, electrical, heating, ventilation, and air conditioning.
 - m. Review site and building security requirements.
 - n. Review sustainability (LEED) requirements.
4. Review relationships between functional areas.
 5. Review fleet size, mix, and projected growth.
 6. Review current and projected staffing plans and labor agreement(s).

Space Needs:

1. Identify functional areas to be located at the new facility.
2. Identify space requirements for all administrative, maintenance, and operations functions in the project including:
 - a. Requirements for offices, mechanic areas, and driver areas (crew areas).
 - b. Quantity, size, and type of repair bays.
 - c. Requirements for all shops (i.e. brake, tire, component rebuild, welding)
 - d. Requirements for parts storage and warehousing.

- e. Storage requirements for toolboxes and portable equipment.
 - f. Requirements for mechanical and electrical support space.
3. Identify parking requirements for buses, non-revenue, and employee, visitor, and delivery vehicles.

Design Criteria:

The criteria to be used in the design of the new facilities will be developed for SWART approval. The design team will:

1. Prepare Draft Design Criteria Document to include space program and criteria resulting from client interviews, on-site observations, and review of records. The Design Criteria Document will include information on staffing levels, current and projected operations, and a narrative of daily operations, site requirements, and specific requirements for each functional area. The Design Criteria Document will also identify preliminary functional requirements for building systems including architectural, structural, mechanical, electrical, and plumbing such as:
 - a. Clearance requirements (doors, aisle widths, overhead) throughout the project.
 - b. Floor, wall, and ceiling finishes.
 - c. Functional areas and equipment items within each area to be included on an emergency power system.
 - d. Lighting levels and type of lighting for all exterior areas and each functional area within the maintenance building.
 - e. Lubrication and compressed air system requirements.
 - f. Ventilation requirements for each functional area including offices, repair bays, maintenance shops, welding, battery, paint areas, chassis wash/component clean, pits, and storage areas.
 - g. Drainage requirements for floor wash down, waste oil, waste coolant, and spill containment.

- h. Minimum design temperatures for heating and cooling for each functional area.
2. Establish functional area relationships both between areas and between workstations within areas. Primary considerations will be industrial workflow, supervision, and safety. Diagrams showing these relationships will be included in the Draft Design Criteria document.
3. Identify major maintenance equipment items to be located in each functional area.
4. Assemble data on vehicles to be maintained. Include make and models, dimensions and weights, quantities, and operating characteristics.

Maintenance Equipment

Inventory existing shop equipment by functional area. Include description, quantity, manufacturer, model number, utility requirements and condition. Indicate which items are recommended for reuse.

Develop Preliminary Maintenance Equipment List based on the draft Design Criteria. Equipment shall be listed by functional area and include a description, price, quantity, dimensions, and general utility requirements for each equipment item. Incorporate equipment items identified as reusable on the Equipment Inventory. The Preliminary Equipment List will be reviewed with SWART during Workshop #2 (Concept Design).

Conceptual Design:

Perform Workshop #2 (Concept Design). The consultant(s) will conduct a one-day on-site workshop with the SWART staff to review conceptual site and facility layouts that meet the requirements set forth in the design criteria. During this on-site process, alternatives will be reviewed by the user staff. Based on review comments, selected alternatives will be refined and presented for review. A final review meeting will result in a selected Conceptual Plan(s). In the absence of a selected site, this layout diagram will NOT take into account north-south orientation of the building, grading and drainage considerations, availability of or extension of utilities, or other site-specific criteria.

During Workshop #2, SWART will provide information on the design criteria and preliminary maintenance equipment list.

Budgetary Cost Estimate:

Based on the design criteria and the conceptual site and facility layouts, a Budgetary Cost Estimate to be developed based on current “per square foot” parametric costs for similar type facilities and the preliminary maintenance equipment list.

Reporting Requirements:

1. Weekly Status Reports are to be submitted electronically throughout the duration of the agreement.
2. Prepare a final report that documents the design criteria, preliminary equipment list, conceptual design, and budgetary cost estimate.

SECTION 4 DELIVERABLES

Note that all deliverables are to be submitted electronically in PDF format.

1. Weekly Update Reports
 - Due Dates: 01-25-2019, 02-01-2019, 02-08-2019, 02-15-2019
 - Due by 5 PM CST
2. Programming questionnaire
 - Must be completed no later than 02-01-2019 by 5 PM CST
3. Preliminary space program
 - Must be completed no later than 02-08-2019 by 5 PM CST
4. Draft design criteria document
 - Must be completed no later than 02-15-2019 by 5 PM CST

5. Preliminary maintenance equipment list
 - Must be completed no later than 02-15-2019 by 5 PM CST
6. Conceptual design (site and facility) sketch
 - Due: 02-22-2019 by 4:00 PM CST
7. Final Report
 - Due: 02-22-2019 by 4:00 PM CST

SECTION 5 REQUEST FOR PROPOSAL INFORMATION & REQUIREMENTS

1. Request for Proposals are due Friday, January 18, 2019 at 3:00 PM CST.
2. Request for Proposals must include a list of references of other Transit projects completed.
3. Request for Proposal Cost Budget is to be detail in nature and must include all proposal activities and scope of work with a timeline of estimated completion. All travel time and costs are to be included in the proposal budget as well as estimated hours of work to complete the Scope of Work.
4. Request for Proposals are to be submitted electronically to:

Sarah Hidalgo-Cook, CCTM
General Manager
scook@paseoswart.org
5. SWART intends to execute an agreement with successful bidder no later than Tuesday, January 22, 2019.
6. The Texas Department of Transportation Form PTN-130 will be required to be submitted with the executed agreement.
7. Scope of Work and Deliverable Due Dates must be met as stipulated in in Section 4 Deliverables.
8. Final Reports are to be submitted in electronic format only no later than 5 PM on Friday, February 22, 2019.
9. Payment will be within 60 days of the completion of the Scope of Work and Submissions of Final Reports.

For more information or clarification of the Request for Proposal, please contact:

Sarah Hidalgo-Cook, CCEMT
General Manager

830-278-415 ext. 3009
scook@paseoswart.org