

Request for Proposal
Beaver Island Transportation Authority
RFP 2021-1

Shaft Alignment/Vibration Analysis

M/V Emerald Isle

BITA RFP #2020-3 Released:	1/22/2021
Written Questions from Vendor Due:	2/23/2021
BITA's Responses to Questions Released:	2/28/2021
Proposal Due Date:	3/5/2021 5pm EST
Anticipated Award Date:	3/19/2021

Section One

Scope of Services

The Beaver Island Transportation Authority (BITA) is seeking a qualified technician to conduct the following for the M/V Emerald Isle:

A shaft alignment analysis:

- Port and starboard side between the prop and main gears

A vibration analysis:

- Port and starboard main engines
- Bow thruster

The Beaver Island Boat Company (BIBCO) engineer will have the vessel prepared for access to the areas for the shaft alignment. If the shaft alignment tolerances are acceptable, the tech will proceed with the vibration analysis. If deemed not acceptable, the tech will assist aligning the transmissions/engines with the engineer. BIBCO will supply/set Chockfast. Vibration analysis will take place after alignment is complete.

M/V Emerald Isle:

- Main Engines: Twin Caterpillar 3512B diesel – 1500 hp
- Transmissions: ZF BW750
- Shaft: 6-inch diameter, alloy 17-4 PH stainless steel boat shafting and approximately 27'-2" long
- Bow Thruster: Caterpillar 3116 diesel powered bow thruster – 210 hp

- Shaft: 18”
- 130 ft long and 95 gross tons
- Launched 1997
- Plans for the vessel are available by request.

The vessel returned from the shipyard in the fall of 2019 from its five-year inspection and a new bow thruster tunnel was installed. There is a noticeable increase in vibration.

Work will be conducted when approved by BITA and arrangements will be made with BIBCO for scheduling. Ideally, work must be completed by the start of the 2021 season April 14, 2021 and will take place at the home port – Beaver Island, MI. This will be dependent on ice conditions and being able to conduct the vibration analysis.

Should ice be an issue the project is expected to be completed by June 30, 2021 with minimal disruption to the ferry schedule.

BITA is the owner of the car/passenger ferry and the BIBCO is the operator. The ferry runs on a fixed schedule between April and December providing transportation to Beaver Island, MI from Charlevoix, MI.

Section Two

Submissions Must Include

A signed and completed copy of Attachment B - Price Proposal Form, signed by an official of the submitting organization authorized to bind the submitter to the provisions of the RFP. The complete Price Proposal Form must be returned with the submission. All documents are to be mailed or emailed to Mary Cook, Executive Director (see below) and received by the due date on page one. It is the responsibility of the proposer to contact BITA to ensure receipt of the proposal.

A signed copy Attachment A - Federal Contract Clause Materials and Supplies Less Than \$150,000, ensuring it is understood and will be in compliance with the requirements.

Prior Experience – Describe prior experience and similar projects that would demonstrate your qualifications to perform this project. Include the name, address, and telephone of three references for whom you have performed this type of work.

Employee Qualifications – Describe and list qualifications of employee or employees that will be working on the job.

Availability to perform services -Include if flexible for scheduling work due to ice conditions and the ferry schedule along with estimated time frame to complete job.

Proof of liability and worker compensation insurance. Proposers must carry to protect against any claims.

Section Three

Submission Conditions

The contents of the submitted proposal remains valid for 120 days after the submission deadline. Submitted proposals become the property of BITA and will not be returned.

Incurring Costs: BITA is not liable for any costs incurred by respondent's incidental to this RFP.

Rejection of Proposals: BITA reserves the right to reject any or all proposals received as a result of this RFP for sound, documentable, business reasons. BITA also reserves the right to negotiate separately with any source whatsoever in any manner necessary. BITA is not obligated to award any contracts solely on the basis of any responses made or obtained. BITA reserves the right to waive any minor informalities or irregularities.

Proposal Due Date: BITA reserves the right to postpone the proposal due date, for sound, documentable, business reasons.

Late Submissions: Late submissions will not be accepted.

Disclosure of Proposal Content: All information contained in submitted proposals is subject to release to the public under Michigan's Freedom of Information Act (1976 PA 422) after award notice.

Section Four

Price Proposal

This solicitation will result in a firm, fixed price contract for the shaft alignment and vibration analysis. The price used for competitive evaluation in this proposal **will** be the sum of the fixed costs. The total fixed costs and possible alignment work is *not to exceed \$24,500 for the total project*. BITA is tax exempt. Proposal Price – Include a detailed breakdown of the proposal price (Attachment B – Price Proposal Form) and indicate any part of the proposal that will be performed by subcontractors. The contractor shall provide all supervision, labor, supplies (BIBCO will supply Chockfast), postage, parts, tools, transportation, lodging, meals, and any other miscellaneous expenses to complete project. All travel costs billed will follow the State of Michigan's vehicle and travel rates. Current travel rates (Attachment C) and can also be found on the Department of Technology, Management and Budget's website at: http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html .

Section Five

Proposal Evaluation for Award

The proposals will be evaluated using the selection criteria below and will be equally weighted.

- **Prior Experience** – measured by similar projects.
- **Employee Qualifications** – measured by experience and qualifications.
- **Availability to perform services** -Include if flexible for scheduling work due to ice conditions. If scheduled during the running season, able to conduct with minimal disruption to the ferry schedule. Estimated time frame to complete job.
- **Price** – Proposals will be evaluated using the following formula: lowest proposal price/price being evaluated x points possible.

All proposals will be evaluated by a Selection Committee consisting of the BITA executive director, BIBCO operations manager, captain, and engineer. The selection committee may be assisted by other technical personnel as deemed appropriate for the purpose of selecting the proposer with whom a contract will be executed. Representatives from the firm(s) in a competitive range may be contacted for

an interview. Original scoring of the non-price criteria may be modified based on the results of the interview. Award may be to other than the lowest price proposal and will only be to a responsive and responsible firm.

Section Six

Questions

Questions must be submitted by e-mail to Mary Cook, Executive Director, at bitrans@tds.net Verbal comments are not part of this RFP. Questions and answers will be emailed to all companies sent an RFP, who submitted an RFP and to every company who has submitted qualifications or a question and will be posted on BITA's website at www.beaverislandtransportationauthority.com. Questions must be received at least ten (10) working days prior to the proposal due date.

Section Seven

Other Terms and Conditions

The selected company will contract with BITA and may be required to have a third-party subcontract approved by MDOT and or sign and comply with the State of Michigan's Certification of Compliance with Federal Clauses. Attachment A. The project is funded by the Michigan Department of Transportation grants. It is subject to Federal and State guidelines. BITA complies with all Federal and State civil rights, equal opportunity, and Title VI of the Civil Rights Act of 1964.

The awarded subcontract serves as the BITA's award to the selected company and is the company's notice to proceed. If an MDOT-approved subcontract is not required, BITA will issue its own notice to proceed. BITA reserves the right to cancel the contract.

The selected company complies with any licensing, and or USCG regulations.

The selected company shall indemnify, defend, and hold harmless the agency, its officers, agents, employees, independent contractors, the State of Michigan, MDOT, BIBCO and all officers, agents, employees thereof:

From any and all claims by persons, companies, or corporations for labor, materials, supplies, or services provided in connection with any contract awarded, which the offeror shall perform under the terms of this contract; and

From any and all claims for injuries to, or death of, any and all persons, for loss of or damage to property, environmental damage, degradation response and cleanup costs, and attorney fees or other related costs arising out of, under, or by reasons of this RFQ, except claims resulting from the sole negligence or willful acts or omissions of said indemnities, its agents or employees.

Assignability: Submitted proposals should identify any subcontractors that will be used. Neither party may assign, directly or indirectly, all or part of its or obligations under this agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.

Section Eight

Withdrawal of Offers

Submissions may be withdrawn by written request prior to the due date. Withdrawn proposals may be resubmitted, with or without modifications, up to the due date and time.

Section Nine

Bid Protests

All protests relating to this RFP, the selections and/or award, must be submitted in writing to BITA. Protests about specifications must be received ten (10) days before the proposal due date. Post award protests may be received by BITA at any time after proposal opening, but not later than five (5) working days after notification to all proposers of the contract award decision. Failure to timely submit a written protest will result in forfeiture of any protest right. The BITA will respond within ten (10) days of receiving the protest. The BITA is the final arbitrator on any question or dispute pertaining to proposals, proposal forms and awards. This "disputes" clause does not preclude consideration of questions of law in connection with decisions provided for above; provided that nothing in this contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

Proposal protests shall contain:

- a) The name and address of the protester
- b) Identification of the project
- c) A statement of the grounds for the protest and any supporting documentation. The grounds for protest shall be fully supported to the extent feasible. Additional materials in support of an initial protest may be permitted only at the sole discretion of the BITA.
- d) The relief desired of the BITA

BITA's decision shall be binding, whether the proposal or award was in accordance with the constitution, statutes, regulations and terms and conditions of the RFP.

Section Ten

Payments

The offeror understands if awarded that payment will be made when the scope of work is completed to BIBCO's satisfaction. Payment will be subject to allow time to request payment and receipt from MDOT.

The selected company is not entitled to time extensions or compensation for delays or inconvenience.

Section Eleven

Attachments

Attachment A- Materials and Supplies less than \$150,000

Attachment B – Proposal Price Form

Attachment C – State of MI Travel Rates

Contact and Submittal Information

Mary Cook
Executive Director
Beaver Island Transportation Authority
PO Box 426
Beaver Island, MI 49782
231-448-3049
bitrans@tds.net

Contact BITA to ensure all questions and proposal have been received.