

***Proposal Signature Page***

**BEAVER ISLAND TRANSPORTATION AUTHORITY (BITA)**

**BITA RFP # 2023-4**

**For**

**Consulting Firm to Evaluate Propulsion Systems**

**DATE ISSUED:** May 26, 2023

**PROPOSALS DUE:** June 26, 2023, 5pm EST

*SUBMIT the **original** proposal*

**plus, three (3) copies to:** Mary Cook, Executive Director  
Beaver Island Transportation Authority  
PO Box 426  
Beaver Island, MI 49782

Or electronically to [bitrans@tds.net](mailto:bitrans@tds.net) with "RFP 2023-4 Submittal" in subject line.

Proposal Price: \_\_\_\_\_

**SUBMITTER READ AND COMPLETE**

The undersigned certifies they are the authorized representative of their firm and they offer to furnish the services in strict accordance with the requirements of this solicitation including the scope of services, all submission terms, conditions, and requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Dunn and Bradstreet Number: \_\_\_\_\_

## BACKGROUND INFORMATION

The Beaver Island Transportation Authority (BITA) was formed pursuant of Public Act 196 to form a transit system in the greater Beaver Island area. In 1993 BITA and the Beaver Island Boat Company (BIBCO) signed a thirty-year management agreement to operate the ferry service. Through federal, state, and local funding the M/V Emerald Isle was designed and launched in 1997.

BITA is the owner of the M/V Emerald Isle. The vessel is operated by BIBCO and is a “scheduled, fixed, route ferry service” providing transportation to and from Charlevoix, Michigan, to Beaver Island, Michigan. The ferry M/V Beaver Islander is owned by BIBCO and is also used for the scheduled fixed route service. The service operates between April and December and carries passengers, vehicles, and freight. BITA has plans for a vessel to replace the M/V Beaver Islander and has not been able to secure funding.

The BITA Board is composed of five members appointed by St. James Township. Financial assistance is received annually through the Michigan Department of Transportation (MDOT), State Marine Capital, and Federal Ferryboat Discretionary Funds. BIBCO retains all revenues and pays BITA the local match of fifty percent for operating assistance and ten percent for capital grants.

### **M/V Emerald Isle**

The M/V Emerald Isle designer was Timothy Graul Marine Design and was built by Washburn & Doughty with a launch date of June 1997. The owner of the vessel is the Beaver Island Transportation Authority (BITA) and the operator is the Beaver Island Boat Company (BIBCO). The BITA receives funding from the State of Michigan Marine Capital and the Federal Ferryboat Discretionary Fund for capital improvements to the vessel. The Emerald Isle provides scheduled ferry service between Charlevoix, Michigan, and Beaver Island, Michigan, on Lake Michigan, operating between mid-April through late December. The vessel transports around 30,000 passengers annually. This is a combination of year-round residents, seasonal residents, and tourists. The crossing takes slightly over two hours and is 32 miles.

### **M/V Emerald Isle Features**

- Twin Caterpillar 3512B diesel main engines 1500hp
- Two Caterpillar 3304 diesel generators 100kw each
- Caterpillar 3116 diesel powered bow thruster 210hp
- 130 feet long, beam 39 feet, draft 8.5 feet, 95 gross tons, speed 14.25 knots
- 298 passengers (including crew), 20 vehicles, 8,800 gallons of fuel, 500 gallons of fresh water

## **Unbuilt Vessel Plans**

A transportation study was conducted in 2004 and from that a 150 passenger/car ferry was designed by Elliot Bay Design Group in 2012.

## **Unbuilt Vessel Features**

- Diesel (2) rated at 850BHP
- Generators (2) continuous duty service @ 1800 RPM
- Bow thruster John Deere 6068AFM75M3
- 150 feet long, beam 42 feet, draft 15 feet, speed 13.5 knots'
- 150 passengers (including crew), 24 vehicles or two tractor trailers and 13 vehicles, 9,525 gallons of fuel, 3,500 gallons of fresh water

## **SCOPE of WORK**

The project objective is to determine if and what type of alternative propulsion systems could be implemented on the M/V Emerald Isle and the vessel that was designed in 2012, but not constructed yet, to become in line with the EPA's Clean Air Act. Is an alternative propulsion system a possibility taking in the distance of travel from Charlevoix to Beaver Island, open waters, and high seas? A naval engineer is needed to answer these questions and make recommendations.

The target group is the Beaver Island Transportation Authority and those using ferry transportation from the mainland to Beaver Island. A final report from a naval engineer with their recommendations and a tentative plan for completing.

### **The M/V Emerald Isle**

The CAT 3512Bs engines are original (vessel launched 1997) and have been rebuilt several times. Should an alternative propulsion system be considered? What would have to be replaced/modified on the vessel to make it functional. Would it be financially beneficial over the long term to remain with the diesel engines?

### **2012 Unbuilt Vessel:**

This vessel was designed utilizing diesel engines. Could the vessel plans be altered to accommodate a different type of propulsion system?

## **Docks**

If electric or another energy source is available, what are the infrastructure needs required on the docks? Does the Island and Charlevoix have these capabilities? Estimated amounts and cost of charging/storing fuel?

## **DELIVERABLES**

Upon completion of the project deliverables, a comprehensive summary close-out report on the results of the project, the conclusions reached, and the methods used must be submitted to MDOT prior to the final project payment.

- Conduct a kickoff meeting in person or via webinar, or other means if executive orders are in place.
- A draft report will be presented 30 days before the final report is due and reviewed by BITA.
- Present final report in writing and in person or via webinar, or other means if executive orders are in place.
- Final report of 10 hard copies and pdf file.
- The final close-out report must be in the following Americans with Disabilities Act (ADA) compliant format:
  - Use Arial font 11 or 12 point
  - Left justified
  - Underlining should be reserved for Uniform Resource Locaters (RLs)
  - Minimize use of bold or italics with text
  - Refrain from using all caps or highlighted text
  - If using text boxes, tables, and/or graphics, use descriptions the Optical Character Recognition (OCR) reader will recognize
  - No scanned documents

### ***M/V Emerald Isle:***

- What type of alternative propulsion system is recommended if possible?
- What would have to be replaced/modified on the vessel?
- What would be the average and maximum traveling speed?
- An estimated cost/specifications for a naval engineer to draft plans for another type of propulsion system.
- Cost analysis of diesel vs alternative fueled engines/maintenance/energy usage
- Effects on space and weight

### ***2012 Unbuilt Vessel:***

- What type of alternative propulsion systems are available and recommended if possible?

- What would have to be replaced/modified on the vessel?
- What would be the average and maximum traveling speed?
- An estimated cost for a naval engineer to draft plans for another type of propulsion system.
- Cost analysis of diesel vs alternative fueled engines/maintenance/energy usage
- Effect on space and weight

***Beaver Island and Charlevoix Docks***

- If electric or another source is available what are the infrastructure needs required on the docks? Does the Island and Charlevoix have these capabilities?
- Estimated cost and specifications for engineering to be completed.

**PROPOSED TIMELINE**

It is anticipated that the project will be completed in 8 to 9 months from contract award.

Questions Due: June 17, 2023

Questions Answered: Within five business days of receipt.

Proposals Due: June 26, 2023, 5pm EST

Proposer Selection: August 4, 2023 (anticipated)

Draft Report: November 30, 2023 (anticipated)

Final Report Presented: January 15, 2024 (anticipated)

**OFFER PREPARATION AND SUBMITTAL**

**Proposal Content**

**Statement of Proposal**

Provide a narrative statement indicating through the use of drawings, diagrams, or other materials, how the scope of work and deliverables will be accomplished.

**Organization Structure and Staff**

- Description of the organization's staff.
- Identify principal staff to include education, work experience, and relationships as pertaining to this project.

### **Prior Experience**

- Include descriptions of previous projects which would demonstrate the ability to complete this project.
- List contact information for three previous clients/BITA may contact

### **Authorized Negotiators**

- Name
- Telephone
- Email
- mailing address

**Proposal Price** – *Include a detailed breakdown of the proposal price in US dollars and indicate any part of the proposal that will be performed by subcontractors. The contractor shall provide all supervision, labor, materials, supplies, postage, parts, tools, transportation, lodging, meals, and any other miscellaneous expenses to complete project. BITA is tax exempt and will not be responsible for any taxes levied on respondent or this RFP. Travel will be based on the Michigan Department of Transportation's Travel Reference Card, Effective October 1, 2022 (Attachment 1). This solicitation will result in a firm, fixed price contract. It is anticipated the contract award will not exceed \$90,000.*

### **Business Organization**

- Full name address of your organization and the parent or subsidiary entity that will perform or assist in the project.
- Entity type (individual, LLC, Corp....)
- Federal ID or Social Security Number/other government ID
- Dunn and Bradstreet Number

### **Additional Items:**

- The RFP COVER page (Page 1) must be signed in ink by and official of the proposing organization, providing authorization to bind the proposer to the provisions of the RFP and the proposed project price.
- Federal Contract Clauses for Professional and A&E less than \$150,000 (Attachment 2).

### **Proposal Submittal:**

Deliver original and two copies of the proposal to by 5 pm EST June 26, 2023:

Mary Cook  
Executive Director  
Beaver Island Transportation Authority  
PO Box 426  
26195 Main Street  
Beaver Island, MI 49782

Or electronically to [bitrans@tds.net](mailto:bitrans@tds.net) with "RFP 2023-4 Submittal" in subject line.

*Submitters should contact BITA to ensure receipt of proposal 231-448-3049.*

Submitted proposals and prices will remain valid for 180 days after the proposal due date. Submitted proposals become the property of BITA and will not be returned.

## QUESTIONS

Questions must be submitted in writing to Mary Cook, BITA Executive Director, [bitrans@tds.net](mailto:bitrans@tds.net), in subject line include "RFP Propulsion Study" questions". Questions must be submitted 10 days prior to proposal due date. BITA will respond within five days. Questions and answers will be provided to all firms sent a RFP and posted on the BITA website: [beaverislandtransportationauthority.com](http://beaverislandtransportationauthority.com). Verbal questions are not part of this solicitation. Contact BITA to ensure questions received.

## DRAWINGS

Jump drives can be requested with the M/V Emerald Isle as built plans, 2012 unbuilt vessel plans, and the Beaver Island Boat Dock drawings. Requests must be made ten (10) working days prior to the proposal due date. BITA is only responsible for mailing the drives to the address given and is not responsible for undeliverable mailings or mailings received late by firms requesting a drive.

## FEDERAL AND STATE REQUIREMENTS

This project is funded by state and federal grants. The federal clauses for this project are Professional and A&E less than \$150,000 (Attachment 2). The selected firm may have to have a third-party subcontract approved by MDOT. This contract will serve as BITA's award to the selected firm and the firm's notice to proceed.

## SUBMISSION CONDITIONS

**Incurring Costs:** BITA is not liable for any costs incurred by respondent's incidentals 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 based on 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:** After evaluation, all information contained in submitted proposals is subject to release to the public under Michigan's Freedom of Information Act (1976 PA 422).

**Modifications and Withdrawal of Proposals:** Proposals may be withdrawn in writing at any time prior to the due date and time. A proposal may also be withdrawn in person by the proposing firm. The proposing firm must sign a receipt of withdrawal. No proposal may be withdrawn after the due date unless a material error is in the proposal. Withdrawn proposals may be resubmitted up to the date and time proposals are due.

**Assignment:** Neither party may assign, directly or indirectly, all or part of its rights or obligations under this agreement without prior written consent of the other party.

## **PROPOSAL EVALUATION FOR AWARD**

The proposals will be evaluated using the selection criteria below which are listed in order of importance. Price is relatively less important than the other technical factors as a whole.

*Capability and Qualifications* – capability of staff that will be working on the project.

*Method of Approach* – Technical approach to completing project.

*Prior Experience* – measured by similar projects.

*Understanding the Context and Purpose* – a determination will be made of the consultant's understanding of the project purpose, regional context, and aspirations for BITA.

*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, two board members, and the BIBCO General Manager. 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 via phone or video conference. Original non-price criteria may be modified based on the results of the interview. BITA reserves the right to award to other than the lowest price proposed. Award will only be to a responsible and responsive firm.



## TERMS OF PAYMENT

Progress billings can be made. The contractor will submit itemized invoices to BITA. Upon receipt of invoice, BITA will confirm work has been completed according to the RFP and submit a request for reimbursement from the State of Michigan. Reimbursement will take a minimum of 45 days processing. All invoices will be itemized. Once BITA receives reimbursement, a check will be issued within 10 days to the consulting firm. Final payment will not be made until BITA verifies project is complete and scope of work has been completed.

## 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

## INDEMNIFICATION

The selected proposer shall indemnify, defend, and hold harmless BITA, its officers, agents, and employees, the State of Michigan, the Michigan State Transportation Commission, MDOT and all officers, agents, employees thereof:

- From any and all claims by persons, firms, 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

Agreement, including the design of the project, except claims resulting from the sole negligence or willful acts or omissions of said indemnities, its agents or employees.

## OTHER TERMS AND CONDITIONS

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

The agency reserves the right to cancel the contract with thirty (30) days written notice.

The parties shall attempt to resolve any disputes arising out of or relating to this contract through negotiations with approved representatives. If the matter is not resolved by negotiation within 30 days of a written receipt for an invitation to negotiate, the parties will attempt to resolve the dispute in good faith through an agreed Alternative Dispute Resolution.

All proposals become the property of BITA unless withdrawn before submittal date.

The proposer who is awarded the contract agrees that the auditor of BITA and authorized representatives from the State of Michigan shall have access to, and the right to examine, audit, excerpt any records pertinent to this contract. All records relating to this contract shall be retained for a minimum of three years.

## Attachments

Attachment 1 – Michigan Department of Transportation, Travel Reference Card, Beginning October 1, 2022.

Attachment 2 - Federal Contract Clauses for Professional and A&E less than \$150,000.

5/26/2023 RFP 2023-4 BITA propulsion study