

Request for Proposals (RFP)

Facilities Maintenance Program Plan Implementation

Issued by: South Central Regional Transit District (SCRTD)

Issue Date: September 15, 2025

RFP Number: 2025-RFP-01 FMPI

Contract Type: Professional Services (Facilities Maintenance Consulting)

Contract Start Date: December 1, 2025

Notice to Proposers

SCRTD invites qualified firms to submit proposals to assist with the implementation of the District's Facilities Maintenance Program Plan, including inspections, CMMS setup, staff training, and oversight of bus stop/shelter maintenance and fabrication.

Procurement Schedule

RFP Release	September 15, 2025
Deadline for Questions	October 3, 2025, 2:00 PM Mountain Time
Addendum (final) posted	October 8, 2025
Proposal Due Date	October 17, 2025, 2:00 PM Mountain Time
Selection & Award (anticipated)	October 24, 2025

Proposal Submission

Proposals are due by the date/time listed above and must be addressed to:

Rosa I. Talamantes, Chief Procurement Officer

South Central Regional Transit District

2001 Futurity Drive

Sunland Park, NM 88063

Envelope/subject line must state: "Proposal – Facilities Maintenance Program Implementation #2025-RFP-01 FMPI".

Scope of Work

The selected consultant will work collaboratively with SCRTD staff to execute the following tasks:

- Facility maintenance support at SCRTD's Anthony and Sunland Park locations (planning, inspections, tasking).
- Fleet support infrastructure inspections and servicing coordination (e.g., wash bays, fueling/charging pads, shop equipment).
- Bus stop and shelter inspection, cleaning, and repair scheduling across the SCRTD service area.
- In-house shelter fabrication oversight, including quality control and schedule management.
- Implementation and configuration of a Computerized Maintenance Management System (CMMS), including asset registry, preventive maintenance schedules, and workflows.
- Training of SCRTD staff on inspection, reporting, safety/ADA compliance, and documentation procedures.
- Vendor coordination, documentation, and monthly status reporting to SCRTD.

The consultant shall ensure compliance with ADA, safety, and applicable federal/state/local requirements throughout performance of the work.

Deliverables

- Project kickoff plan and schedule within 10 business days of NTP.
- CMMS configuration plan, asset tree, and data import templates.
- Preventive maintenance (PM) matrix and inspection checklists for facilities, shelters, and support equipment.
- Monthly summary reports (progress, KPIs, issues/risks, schedule, budget burn).
- Training materials and completion records for SCRTD staff.
- Final closeout report with recommendations for continuous improvement.

Term and Estimated Level of Effort

The initial term is anticipated to run for 3–4 months from the Contract Start Date. SCRTD estimates up to 500 labor hours for this engagement. Offerors may propose an alternative approach with justification and a corresponding level of effort.

Pricing and Compensation

Proposers shall provide fully burdened hourly rates by labor category and an estimated total for 500 hours. Identify any reimbursable expenses (if any) and applicable markups. Pricing shall remain firm for the contract term.

Proposal Content Requirements

- Executive Summary (1–2 pages).
- Technical Approach and Work Plan, including CMMS approach and data model.
- Project Schedule and Staffing Plan (key personnel resumes limited to 2 pages each).
- Relevant Experience: facilities maintenance, CMMS implementation, and public transit infrastructure projects (3–5 references).
- Price Proposal: rate table, estimated hours, and not-to-exceed total for 250 hours, with assumptions.
- Required Federal Forms and Certifications (see Section “Federal Requirements”).

Evaluation Criteria

Proposals will be evaluated on the following weighted criteria:

Criterion	Weight
Technical Approach & Understanding	35%
Qualifications & Relevant Experience	25%
Staffing Plan & Availability	15%
Price (Total Cost & Rate Competitiveness)	20%
DBE Participation/Utilization Plan	5%

SCRTD may conduct interviews and negotiations with the top-ranked proposer(s).

Federal Requirements and Contract Clauses

This procurement is funded in whole or in part with Federal Transit Administration (FTA) assistance. It is subject to 2 CFR Part 200 (Uniform Guidance), FTA Master Agreement, and applicable federal laws and regulations. The following clauses and requirements apply to this professional services contract (final applicability will be confirmed at award):

- No Federal Government Obligations to Third Parties
- Program Fraud and False or Fraudulent Statements and Related Acts (31 U.S.C. § 3801 et seq.)
- Termination for Convenience and for Cause
- Debarment and Suspension (2 CFR Part 180; 2 CFR Part 1200)
- Restrictions on Lobbying/Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)
- Civil Rights (Title VI; ADA; EEO)
- Disadvantaged Business Enterprise (DBE) Participation (49 CFR Part 26)
- Record Retention and Access (2 CFR § 200.334, § 200.337)
- Conflicts of Interest (2 CFR § 200.318)
- Incorporation of FTA Terms (FTA C 4220.1F Appendix D)
- Clean Air Act and Federal Water Pollution Control Act (as applicable)
- Energy Conservation Requirements
- Safeguarding Personally Identifiable Information (PII) & Data Security
- Fly America/Buy America (as applicable to any tangible materials or components procured under this contract)

Required Federal Forms and Documents (Submit with Proposal)

- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (Prime & Subs)
- Certification Regarding Restrictions on Lobbying (and Disclosure Form, if applicable)
- Non-Collusion Affidavit
- DBE Commitment/Utilization Form (and Good Faith Efforts, if applicable)
- Certificate of Insurance (evidence of required coverages)
- Business Registration/License and New Mexico CRS number (or statement of ability to obtain before award)
- Acknowledgment of Addenda

Insurance and Administrative Requirements

The selected contractor shall maintain insurance customary for this scope, including Commercial General Liability, Automobile Liability, Workers' Compensation/Employer's Liability, and Professional Liability. Certificate(s) shall name SCRTD as certificate holder

and additional insured where applicable. SCRTD reserves the right to request background checks for on-site staff.

DBE Participation

SCRTD encourages participation by Disadvantaged Business Enterprises (DBEs). Proposers should identify any DBE participation and describe how meaningful opportunities will be provided to DBE firms (49 CFR Part 26).

Questions & Addenda

All questions shall be submitted by the deadline to the Chief Procurement Officer. Responses and any addenda will be posted to SCRTD's procurement page. Only written addenda shall be binding.

Reservation of Rights

SCRTD reserves the right to reject any or all proposals, waive informalities, cancel this solicitation, and negotiate with any qualified proposer if it is in the best interest of the District.

End of RFP