



**Whatcom Transportation Authority**

**REQUEST FOR PROPOSALS  
TO PROVIDE CONCESSION SERVICES  
AT THE LYNDEN STATION**

**#2009-300**

**PROPOSAL RELEASE DATE:  
April 14, 2009**

**PROPOSAL DUE DATE:  
May 5, 2009  
2:00 p.m. PDT**

**Whatcom Transportation Authority  
4111 Bakerview Spur Road  
Bellingham, WA 98226**

**Phone (360) 676-6843  
Fax (360) 527-4868**

**REQUEST FOR PROPOSALS TO PROVIDE CONCESSION SERVICES  
AT THE LYNDEN STATION  
RFP #2009-300**

WTA is requesting that interested parties submit proposals for consideration to provide concession, retail, information, community or other services at WTA's Lynden Transit Station (LTS) located at 1945 Front Street, Lynden, WA 98264. Creative concession proposals for additional customer services are encouraged.

Proposals should be sealed and clearly identified on the outside of the envelope; including "RFP # 2009-300." Proposals must be received by the WTA on or before **2:00 pm PDT, May 5, 2009**. Proposals will NOT be opened at that time.

**BACKGROUND:**

The WTA Lynden Station has been in operation for a number of years and serves as a satellite hub for fixed route services throughout the county. Other modes of transportation such as WTA Paratransit Services, rideshare, and private transportation (charters) carriers frequent the center at various times during the day.

The current vacated concession area has utility connections for water, sewer, electricity and telephone. The facility common area will have wireless internet (Wi-Fi) access. There are custom-built cabinets for concession items as well as work areas for coffee services. The concession floor space equals 275 square feet within the main level of the station building, with an additional uncovered area for additional customer seating outdoors.

A layout and floor plan of the concession area is attached for your reference.

**BASIC TERMS AND CONDITIONS:**

If concession services are proposed, WTA is interested in the offering of healthy food and beverage alternatives. No alcohol or tobacco may be sold. In all cases, the best interests of the WTA ridership are paramount.

In addition to any private commercial uses proposed, the Facility must be maintained by the Proponent for use as an intercity bus station. The Proposer will be asked to sell monthly bus passes, tokens, distribute bus schedules and information, and related support functions.

Proposals shall, at a minimum, provide that the Facility will remain accessible to bus system patrons for the purposes of sales, use of the restrooms, indoor/outdoor seating and shelter from inclement weather during required operating hours.

WTA is willing to negotiate the following basic terms and conditions with the successful proposer:

1. Lease terms and conditions, including standard insurance and indemnification language.
2. Hours of operation of service.

Please note that all negotiations and selections are subject to the consideration and award by the WTA Board of Directors. The successful proposer will be required to sign a contract, provide proof of business insurance and acquire a Washington business license prior to contract signing.

**CALENDAR OF EVENTS:**

Listed below are key dates and times of actions related to this Request for Proposals:

April 14, 2009	RFP Issued
May 5, 2009 by 2:00 pm, PDT	Proposals Due
May 11, 2009	Review/Negotiations
May 14, 2009	Recommendation forwarded to WTA Board

**TO BE CONSIDERED:**

To be considered as a WTA partner in providing services to WTA customers, please provide the following by 2:00 pm PDT on May 5, 2009:

1. Brief explanation of the history of your company and/or your personal qualifications.
2. A brief business plan.
3. Operations start-up plan.
4. Any requirements WTA must meet or provide.
5. Proof of financial viability.
6. Minimum of three Business/Professional References.

## **SELECTION PROCESS:**

A selection committee of WTA staff will evaluate the proposals to determine which companies or individuals will be asked to return for further evaluation and negotiations. Individuals or firms will be selected based upon the following basic criteria:

1. The proposed business plan provided.
2. The successful history of the company or individual in providing this type of concession at other locations.
3. The quality and types of products offered or proposed.
4. The ability to respond to WTA and WTA customers' needs.
5. References and credit check.
6. Compatibility of proposed uses with surrounding area.
7. Compatibility of the proposed use with intercity bus transit service.

## **HOW TO PROPOSE:**

Please submit your proposal by 2:00 pm PDT, May 5, 2009 to:

Neil Koshlay, Procurement Manager  
Whatcom Transportation Authority  
4111 Bakerview Spur Road  
Bellingham WA 98226

All proposals must be in a sealed envelope clearly marked "LYNDEN STATION CONCESSION PROPOSAL" Responses may also be faxed to (360) 527-4868 or e-mailed to [procurement@ridewta.com](mailto:procurement@ridewta.com). No contact should be made with staff of the WTA during this solicitation, except:

Neil Koshlay (360) 738-4586 or  
Lynda Colwell (360) 527-4691 or  
Email: [procurement@ridewta.com](mailto:procurement@ridewta.com)

To do otherwise may disqualify you from the process.

The WTA is committed to providing equal opportunities to the State of Washington certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities.

The WTA reserves the right to cancel this request or reject any and all proposals submitted or to waive any minor formalities of this call if in the judgment of the WTA's Board the best interest of the WTA would be served.

