



REQUEST FOR QUALIFICATIONS (RFQ #2012-02)

For the
Solano County Alternative Fuels and Infrastructure Plan

In
Solano County

Release Date: March 19, 2012

RESPONSES DUE:

4:00 PM, THURSDAY, APRIL 26, 2012

Four (4) complete hard copies and one (1) digital copy (CD) of each response must be received before 4:00 p.m. on April 26, 2012

Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585-2473

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DISCLOSURE: The master copy of each response to this RFP shall be retained for official files and will become a public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (Government Code section 6250 et seq.). Each Responding Firm may clearly label part of a submittal as "CONFIDENTIAL" if the Responding Firm agrees to indemnify and defend the STA for honoring such a designation. The failure to so label any information that is released by the STA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the STA, the STA will notify the Responding Firm of the request and delay access to the material until seven working days after notification to the Responding Firm. Within that time delay, it will be the duty of the Responding Firm to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

INTRODUCTION

The Solano Transportation Authority (STA) is a Joint Powers Authority comprised of members including the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, and the County of Solano. The STA serves as the Congestion Management Agency for Solano County and is responsible for countywide transportation planning and programming of State and Federal funding for transportation projects within the county and through its Solano Transit Consortium, coordinates various fixed route and Solano Paratransit Services.

The STA has strategies in place that provide transportation options that reduce vehicle emissions in Solano County. These include investments in Transit Oriented Development, bicycle and pedestrian facilities, transit, and vanpool and rideshare incentives. The STA is also the lead agency in programming clean air funds through the Bay Area Air Quality Management District's (BAAQMD) Transportation Fund for Clean Air (TFCA) Program Manager Funds. In addition, the STA partners with the Yolo Solano Air Quality Management District (YSAQMD) in programming Clean Air grant funding. Both fund programs are focused on reducing motor vehicle air emissions through vehicle replacements, educational incentives, transit service and engine retrofits.

BACKGROUND

On September 14, 2011 STA Board unanimously approved the development of the first countywide plan for alternative fuels and related infrastructure for Solano County. The plan is intended to be developed in partnership with the city and county fleet managers, transit and procurement staff, as well as planning and public works staff. The initial goals of the plan are to:

1. Reduce Air Emissions
2. Reduce Criteria Pollutants
3. Encourage Clean Technologies/Fuel Efficiency
4. Take Advantage of Alternative Fuel Funding Opportunities at the State, Federal, Regional and Local levels

The Plan is intended to assist in decisions for future bus and city fleet vehicle purchases as well as recognizing opportunities for private and public partnerships related to alternative fuels. The Alternative Fuels and Infrastructure will be included in the Alternative Modes Element of the Comprehensive Transportation Plan. The Plan's scope of work includes the following components:

1. Alternative Fuel Goals and Policies: Vision for Solano County
2. Alternative Fuels Report
3. Inventory Fleet Vehicles and Transit and Existing Infrastructure Report
4. Local Coordination Opportunities
5. Report on relevant California Air Resource Board (CARB) alternative fuel and diesel vehicle emission mandates and regulations (including monitoring requirements)
6. Implementation Strategies: 5 year, 10 year, and 25 year capital improvement plan
7. Final Solano Alternative Fuels and Infrastructure Plan
8. Participating in a Solano County Alternative Fuels and Infrastructure Event to present the Plan

Each component is described in detail in the Scope of Service Tasks of this announcement.

LOCAL PREFERENCE POLICY

The STA has adopted a Local Preference policy which encourages the hiring of local firms which can be found at <http://www.sta.ca.gov/Content/10027/JobRFPs.html>. The participation goal for local firms for this Project has been established at five percent (5%). Additional points will be provided through the evaluation process for those firms who meet or exceed this goal. The STA has prepared a database of contact information for local firms for convenience purposes only and without guarantees as to the ability of such firms to provide the services. This database can be obtained by contacting STA at (707) 424-6075.

SCOPE OF SERVICE TASKS

The STA intends to retain a qualified and committed professional planning firm to work closely with STA to prepare the Solano County Alternative Fuels and Infrastructure Plan via the following major tasks:

Task 1. Budget and Schedule

Kick off meeting with STA and selected consultant to negotiate final task budget and determine final schedule with milestones for the Plan's completion.

Task 1. Deliverables
1) Finalized task budget 2) Detailed project schedule

Task 2. Technical Working Group and Alternative Modes Committee Participation

The STA will invite staff from its member agencies to participate in a Technical Working Group for the purposes of providing technical assistance in the Plan's development. The Technical Working Group is anticipating a maximum of 5 meetings to complete the plan. In addition to a Technical Working Group, STA's Alternative Modes Committee, a policy subcommittee of the STA Board, will provide overall policy direction for the Plan. The Alternative Modes Committee is anticipated to meet and provide input on the plan at least three times during the course of the Plan's development. The selected consultant will be expected to participate with the Technical Working Group and Alternative Modes Committee as needed.

Task 2. Deliverable
Provide consultant support for Plan's Technical Working Group and Alternative Modes Committee including providing presentations to both groups with supporting presentation materials and draft reports related to deliverables outlined in other tasks.

Task 3. Alternative Fuel and Infrastructure Goals and Policies: Vision for Solano County

Establish goals and objectives based on the STA Board's initial four goals for the Plan:

1. Reduce Air Emissions
2. Reduce Criteria Pollutants

3. Encourage Clean Technologies/Fuel Efficiency
4. Take Advantage of Alternative Fuel Funding Opportunities at the State, Federal, Regional and Local levels

In addition, the selected consultant will develop policy recommendations based on the goals and objectives of the Plan. The goals, objectives and policy recommendations will be completed in coordination with the Alternative Fuels and Infrastructure Technical Working Group and STA Alternative Modes Committee.

Task 3. Deliverable
Goals, Objectives, and Policy Recommendation Report.

Task 4. Alternative Fuels Report

Report on alternative fuel types with a focus on the following key elements:

- a. Alternative fuel definition
- b. Pricing assumptions and demand forecast related to each fuel type
- c. Fuel type benefits and challenges for
 - i. local and regional transit service
 - ii. city fleet vehicles
 - iii. private use vehicles

Task 4. Deliverable
Alternative Fuels Report

Task 5. Transit, Fleet Vehicles, Existing Infrastructure Inventory

Create a database and summary report of existing city and county vehicles and supporting maintenance/fueling infrastructures.

- a. Inventory existing transit and fleet vehicles for cities and county agencies. Inventory to include vehicle and fuel type, vehicle purchase cost, average distance traveled, vehicle purpose, vehicle replacement schedule and other relevant data useful for calculating air emission benefits. Inventory will highlight existing alternative fueled vehicles as well as non-alternative fueled vehicles.
- b. Inventory existing and potential public and private alternative fuel infrastructure support facilities such as refueling stations and maintenance bays. The inventory shall include data related to facility location and type, available fuel, services and special fuel design considerations.

Task 5. Deliverable
Inventory database and summary report of each agencies transit, fleet vehicles and supporting maintenance/fueling facilities.

Task 6. Local Coordination

Similar to Task 5, this task focuses on local private opportunities for partnerships.

- a. Identify Solano County’s private alternative vehicle manufacturers and fuel providers
- b. Identify opportunities to create local partnerships to implement the plan’s goals.

Task 6. Deliverables
<ul style="list-style-type: none">1. Database and summary report of local alternative fuel vehicle manufactures and fuel providers.2. Report on opportunities for alternative fuel public-private partnerships.

Task 7. California Air Resource Board (CARB) mandates and regulations

Report on relevant California Air Resource Board (CARB) alternative fuel and vehicle emission mandates and regulations. The report will focus on existing and future challenges/ opportunities for meeting CARB mandates.

- a. Work with fleet managers to summarize existing CARB mandates related to current technologies being implemented in Solano County, Yolo County and Sacramento County.
- b. Report on how potential alternative fuel technologies can be or cannot be affective in meeting CARB mandates.

Task 7. Deliverable
CARB Report summarizing relevant mandates, opportunities and challenges.

Task 8. Implementation Strategies: 5 year, 10 year, and 25 year implementation plan

Develop implementation strategies based on information and data collected in prior tasks. This task will:

- a. Identify opportunities for coordination of fuel services, infrastructure replacement and vehicle replacement for public and private fleets.
- b. Develop a transit vehicle and infrastructure alternative fuel and infrastructure capital improvement plan for Solano County.
- c. Report on available local, regional, state, and federal funding and incentive programs.

Task 8. Deliverable
Implementation Strategies Report

Task 9. Final Solano Alternative Fuels and Infrastructure Plan

Consultant will develop the final draft plan by incorporating previous task reports as chapters in the Plan. In addition, the Consultant will include an Executive Summary in the final Plan.

Task 9. Deliverable
Solano Alternative Fuels and Infrastructure Plan

Task 10. Solano County Alternative Fuels and Infrastructure Event

Participate in an Alternative Fuels and Infrastructure Event to present the Solano Alternative Fuels and Infrastructure Plan.

Task 10. Deliverable
Consultant provide support for Solano County Alternative Fuels and Infrastructure Event

PROPOSED PROJECT TIMELINE

Task	Timeframe
Task 1. Budget and Schedule	May 2012
Task 2. Technical Working Group and Alternative Modes Committee Participation	Ongoing throughout project. STA Staff will work with consultant to incorporate both committee meetings in the project schedule as part of Task 1.
Task 3. California Air Resource Board (CARB) mandates and regulations	June 2012
Task 4. Alternative Fuel and Infrastructure Goals and Policies: Vision for Solano County	June 2012
Task 5. Alternative Fuels Report	July 2012
Task 6. Transit, Fleet Vehicles, Existing Infrastructure Inventory	July 2012
Task 7. Local Coordination	September 2012
Task 8. Implementation Strategies: 5 year, 10 year, and 25 year implementation plan	October 2012
Task 9. Final Solano Alternative Fuels and Infrastructure Plan	December 2012
Task 10. Solano County Alternative Fuels and Infrastructure Event	February 2012

RFP SUBMITTAL REQUIREMENTS

Please prepare your qualifications in accordance with the following requirements.

1. *Proposal*: The proposal (excluding resumes and the transmittal letter) shall not exceed a total of 15 single-sided, 8.5" x 11" pages. A **copy of the RFP** and resumes shall be included in an appendix.
2. *Transmittal Letter*: The proposal shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the qualifications shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm/team to negotiate a contract with STA shall sign the cover letter.

Address the cover letter as follows:

Robert Guerrero, Senior Planner
 Solano Transportation Authority
 One Harbor Center, Suite 130
 Suisun City, California 94585

3. *Project Understanding*: This section shall clearly convey that the consultant understands the nature of the work, and issues related to alternative fuels and alternative fuel infrastructure.

4. *Approach and Management Plan:* This section shall provide the firm's/team's proposed approach and management plan for providing the services. Include an organization chart showing the proposed relationships among consultant staff, STA staff and any other parties that may have a significant role in the delivery of this project.
5. *Qualifications and Experience:* The qualifications submittal shall provide the qualifications and experience of the consultant team that will be available for the Solano County Alternative Fuels and Infrastructure Plan. It is expected that team members would include expertise in alternative fuels and alternative fuel infrastructures. Please emphasize the specific qualifications and experience from projects similar to this project for the Key Team Members. Key Team Members are expected to be committed for the duration of the project. Replacement of Key Team Members will not be permitted without prior consultation with and approval of the STA.
6. *Staffing Plan:* The qualifications shall provide a staffing plan (by quarter) and an estimate of the **total hours** (detailed by position) required for preparation of the concept plan. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the Solano County Alternative Fuels and Infrastructure Plan according to your proposed schedule. Discuss the firm/team's approach for completing the requested services for this project within budget.
7. *Work Plan and Schedule:* This section shall include a description and schedule of how each task deliverable of the project will be completed. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, Technical Working Group and Alt. Modes Committee meetings, task deliverable submittal dates and review periods for each submittal. Discuss the firm/team's approach for completing the requested services for this project on schedule. **The project is expected to commence no later than May 21st, 2012 with an expected completion date by February 28, 2013.**
8. *Cost Control:* Provide information on how the firm/team will control project costs to ensure all work is completed within the negotiated budget for the project. Include the name and title of the individual responsible for cost control.
9. *Additional Relevant Information:* Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).
10. *References:* For each Key Team Member, provide at least three references (names and current phone numbers) from recent work (previous three years). Include a brief description of each project associated with the reference, and the role of the respective team member.
11. *Submittal of Proposals:* Four (4) complete hard copies and one (1) digital copy (CD) of each response must be received before 4:00 p.m. on April 26, 2012. Envelopes or packages containing the qualifications should be clearly marked, **"Solano County Alternative Fuels and Infrastructure Plan."**
12. *Cost Proposal:* A cost proposal should be submitted in a **separate sealed envelope titled "Solano County Alternative Fuels and Infrastructure Plan."** The cost submittal should indicate the number of anticipated hours by the Project Manager and Key Team Members. The estimated level of hours for other staff can be summarized in general categories. The maximum consulting services budget has been set at \$75,000 for this project. No change orders that require cost increases will be allowed.

CONSULTANT PREPROPOSAL WORKSHOP

Consultant firms are invited to attend a pre-proposal workshop schedule for **April 5th at 3p.m. in the STA Conference Room 1**. Interested consultants are strongly encouraged to attend to ask questions and receive clarification regarding the RFP.

SELECTION OF CONSULTANT & CRITERIA

The overall process will be to evaluate the technical components of all the qualifications completely and independently from the cost component. The qualifications will be evaluated and scored on a 100-point total basis using the following criteria:

1. Qualifications and specific experience of Key Team Members.
2. Project understanding and approach, including an understanding of alternative fuels and alternative fuel infrastructure.
3. Experience with similar types of projects.
4. Satisfaction of previous clients.
5. Schedule and capacity to provide qualified personnel.

If needed, two or more of the firms/teams may be invited to an interview on date tentatively planned for May 3rd or 4th, 2012. The Project Manager and Key Team Members should attend the interview. The evaluation interview panel may include representatives from STA, and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and qualifications preparation shall be borne by the consultants.

STA staff will provide the appropriate notice and schedule for the interviews. STA staff will select the most qualified consultant or consultant team based primarily on experience, ability to contain costs and conducting very similar projects. Recent experience in Solano County is desirable.

Once the top firm/team has been selected, STA staff will negotiate a services contract with the selected firm/team.

SELECTION SCHEDULE

March 19, 2012	STA distributes RFP for the Solano County Alternative Fuels and Infrastructure Plan.
April 5, 2012	Pre-proposal workshop at 3p.m. in the STA Conference Room 1. Interested consultants are strongly encouraged to attend to ask questions and receive clarification regarding the RFP.
April 26, 2012	Proposals are due no later than 4:00 PM at the offices of the Solano Transportation Authority, One Harbor Center, Suite 130, Suisun City, CA 94585. <i>Late submittals will not be accepted.</i>
May 3 or 4, 2012	Tentative panel interview date. STA selects recommended firm.
May 21, 2012	Project commences
February 28, 2013	Solano County Alternative Fuels and Infrastructure Plan completed

If you have any questions regarding this RFP, please contact:

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