



Solano Transportation Authority

# SOLANO TRANSPORTATION AUTHORITY

Member Agencies:  
Benicia • Dixon • Fairfield • Rio Vista • Suisun City • Vacaville • Vallejo • Solano County

... working for you!

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 • Telephone (707) 424-6075 / Facsimile (707) 424-6074  
Email: [staplan@sta-snci.com](mailto:staplan@sta-snci.com) • Website: [solanolinks.com](http://solanolinks.com)

May 28, 2013

To: Consultant

**RE: Request for Proposals (RFP # 2013-04) for the Solano Transportation Authority and Solano County Transit (SolTrans) Compressed Natural Gas (CNG) Feasibility Study**

The Solano Transportation Authority (STA) invites your firm to submit a proposal develop a CNG Feasibility Study for the STA and Soltrans.

To obtain a copy of the Request for Proposal (RFP), please download the RFP as a PDF from the STA website: <http://www.sta.ca.gov/Content/10027/JobsRFPs.html#rfp> or call the STA at (707) 424-6075 to request a copy. The RFP describes the project, presents the requirements of the proposal and outlines the criteria that will be used to evaluate the proposals.

Please deliver (5) hard copies and one (1) digital copy (flash drive or CD) of your proposal to the STA office no later than **3:00 PM on Friday, June 14, 2013** addressed to:

Solano Transportation Authority  
ATTN: Robert Guerrero  
One Harbor Center, Suite 130  
Suisun City, CA 94585-2473

**Note that this deadline is firm** and late submittals **will not** be accepted. Proposals that most closely meet the STA's needs may be invited to an interview on or around June 18, 2013.

The STA has adopted a Local Preference Policy which encourages the hiring of local firms. While there is no adopted goal for this Project, firms are still encouraged to utilize the services of local firms in the preparation of a response to this RFP. 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 and the Local Preference Policy can be viewed at <http://www.sta.ca.gov/Content/10027/JobsRFPs.html#rfp>.

If you have questions regarding this project, please contact Robert Guerrero, Project Manager by email at [rguerrero@sta.com](mailto:rguerrero@sta.com) before June 4, 2013. Answers will be posted on the STA website by June 5, 2013. Thank you for your interest.

Sincerely,

Daryl K. Halls  
Executive Director



## **REQUEST FOR PROPOSALS (RFP #2013-04)**

For the  
Solano Transportation Authority and Soltrans  
Compressed Natural Gas (CNG) Feasibility Study

Release Date: May 28, 2013

### **RESPONSES DUE:**

June 14, 2013

Five (5) complete hard copies and one digital copy (CD or flash drive) of each response must be received before 3:00 p.m. PST on June 14, 2013

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

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 qualifications or specific parts of the qualifications 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.

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Request for Proposal  
STA and Soltrans CNG Feasibility Study

## **INTRODUCTION**

### **Solano Transportation Authority**

The STA's Mission is to improve the quality of life in Solano County by delivering transportation projects to ensure mobility, travel safety and economic vitality.

The STA was created in 1990 through a Joint Powers Agreement between the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo and the County of Solano to serve as the Congestion Management Agency for Solano. As the Congestion Management Agency (CMA) for the Solano area, the STA partners with various transportation and planning agencies, such as the Metropolitan Transportation Commission (MTC) and Caltrans District 4.

The STA is responsible for countywide transportation planning, programming transportation funds, managing and providing transportation programs and services, delivering transportation projects, and setting transportation priorities.

### **Solano County Transit (SolTrans)**

Soltrans is a Joint Powers Authority that provides public transportation to the southern Solano County cities of Vallejo and Benicia. SolTrans joint powers agreement was approved by the member agencies City of Benicia, City of Vallejo, and the Solano Transportation Authority in the Fall of 2010 to build a unified public transit system in southern Solano County.

SolTrans provides local and express bus service to the Solano County cities of Vallejo, Benicia and Fairfield, with express bus service connecting to the Contra Costa County communities of El Cerrito, Pleasant Hill and Walnut Creek, and regional connections to BART. Seven local fixed routes serve Vallejo, four limited service routes operate during school in-service dates within Vallejo and Benicia, and five intercity routes connect to surrounding areas. General transit within Benicia is provided through a SolTrans branded dial-a-ride service. In addition to fixed route service, SolTrans provides ADA complementary paratransit bus service, and administers Local and Intercity Taxi Scrip Programs. Solano County's Intercity Taxi Scrip Program is an innovative, award winning program that provides direct service between cities in Solano County for ambulatory ADA Paratransit qualified individuals.

## **BACKGROUND**

SolTrans anticipates several bus replacements over the next eight years and is exploring cost saving options with Compressed Natural Gas (CNG) buses. The STA was requested by SolTrans to partner with them in developing a CNG Feasibility Study. The request for partnership was due to the STA's current effort in developing an Alternative Fuels and Infrastructure Plan for Solano County. Soltrans' request letter is included as Attachment A.

## FINAL PRODUCT

Consultant shall provide a CNG Feasibility Study and deliver to STA and Soltrans formatted for printing and binding.

## SCOPE OF SERVICE TASKS

Consultant will be responsible for completing the scope of work tasks as outlined in Attachment B.

## RFP SUBMITTAL REQUIREMENTS

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Please prepare your proposal in accordance with the following requirements.

1. *Proposal:* The proposal (the transmittal letter) shall not exceed a total of 15 double-sided, 8.5" x 11" pages. A **copy of the RFP** and resumes shall be included in an appendix. Be advised the resumes count toward the maximum 15 page requirement.
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 proposals 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, Project Manager  
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 CNG fueling and CNG vehicle maintenance.
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 and Soltrans staff, as well as any other parties that may have a significant role in the delivery of this project.
5. *Qualifications and Experience:* The proposal submittal shall provide the qualifications and experience of the consultant team that will be available for the CNG Feasibility Study. It is expected that team members would include planning and implementation expertise in CNG fueling and CNG maintenance facilities. Please emphasize the specific qualifications and experience from projects similar to this study 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 proposal shall provide a staffing plan (by month) and an estimate of the **total hours** (detailed by position) required for preparation of the study. Discuss the workload, both

current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the CNG Feasibility Study 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, 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 July 15, 2013, and final draft study submitted no later than September 30, 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 double-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 Proposal:* Five (5) hard copies and one digital copy (CD or flash drive) of your proposal is due at the STA office **no later than 3:00 p.m., Thursday, June 14, 2013**. Envelopes or packages containing the proposals should be clearly marked, "**Compressed Natural Gas Infrastructure Feasibility Study Proposal.**"
12. *Budget:* The maximum consulting services budget has been set at \$40,000 for this Study. Budget to include potential cost for analyzing additional sites beyond the two sites and maintenance facility required in the Scope of Service. The project is funded by State and local funds.

## **SELECTION OF CONSULTANT & CRITERIA**

The proposal 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 STA and Soltrans.
3. Experience with similar types of projects.
4. Schedule and capacity to provide qualified personnel.

If needed, two or more of the firms/teams may be invited to an interview on or about **June 18, 2013**. 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 qualifications and experience in conducting very similar projects. Recent experience in Solano County is desirable.

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

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## SELECTION PROCESS AND PROJECT SCHEDULE

May 28, 2013	RFP Issued
June 4, 2013	Questions concerning RFP emailed to <a href="mailto:rguerrero@sta-snci.com">rguerrero@sta-snci.com</a> <b>no later than June 4, 2013</b>
June 5, 2013	Answers to questions posted on STA website at <a href="http://www.sta.ca.gov/Content/10027/JobsRFPs.html#rfp">http://www.sta.ca.gov/Content/10027/JobsRFPs.html#rfp</a>
<b>June 14, 2013</b>	<b>Proposals are due no later than 3:00 PM</b> at the offices of the Solano Transportation Authority, One Harbor Center, Suite 130, Suisun City, CA 94585. <b>Late submittals will not be accepted.</b>
June 18, 2013	Consultant interviews (if needed)
July 2, 2013	Notified of selected consultant
July 15, 2013	Project commences
September 30, 2013	Study completion

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

Robert Guerrero  
Project Manager  
Phone (707) 399-3211  
Fax (707) 424-6074  
[rguerrero@sta-snci.com](mailto:rguerrero@sta-snci.com)



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311 Sacramento Street, Suite A • Vallejo, CA 94590 • (707) 648-4046 • (707) 648-4260 Fax

April 3, 2013

Daryl Halls, Executive Director  
Solano Transportation Authority  
One Harbor Way  
Suisun City, CA 94585-2473

**RE: Compressed Natural Gas Feasibility Study for Solano County Transit (SolTrans)**

Dear Mr. Halls,

Handwritten signature in blue ink that reads "Daryl".

SolTrans is interested in exploring the feasibility of implementing Compressed Natural Gas (CNG) technology on its fleet and supporting facilities. Given that the Solano Transportation Authority (STA) is currently leading a countywide alternative fuels study, SolTrans would like to request that our agencies partner on conducting the feasibility study. SolTrans realizes that operating and capital costs associated with CNG technology may be lower than that of diesel technology, which is currently used on its active fleet of forty (40) fixed route buses. Any such cost savings would undoubtedly strengthen the long-term sustainability of the Agency.

We appreciate your consideration of the matter, and I am available to discuss it further at your earliest convenience via phone (707-648-4047) or email ([mona@soltransride.com](mailto:mona@soltransride.com)).

Sincerely,

Handwritten signature in blue ink, appearing to read "Mona A. Babauta".

MONA A. BABAUTA  
Executive Director

Cc: SolTrans Board of Directors  
Dan Keen, City Manager, City of Vallejo  
Brad Kilger, City Manager, City of Benicia  
Chron file

## **Compressed Natural Gas (CNG) Feasibility Study Scope**

Seeking consultant services to conduct a feasibility study and site analysis at two locations in Vallejo for CNG Fueling Stations and analysis of maintenance facility needs for CNG buses and other vehicles. The overall purpose of the analysis and study is to provide a conceptual layout and preliminary cost opinion to construct each fueling facility, determine the cost/benefit for each, and to provide an estimate for retrofitting existing maintenance facility to accommodate CNG buses and other vehicles.

Scope of Services Includes:

1. Research and Data Acquisition: This phase will include collecting fueling pattern information for vehicles that will use each facility. The goal will be to list, by vehicle type, how much fuel each will use and when they would be fueling at the station. The vehicles should include those from the current fleet, those planned to be added over a period of time and an estimate of vehicles from the public or other agencies that would use the station. We will also need information for each site including location, property boundary and other facilities that are planned shown graphically.

From that information, a fueling assessment and fueling curve will be need to be developed from which to size the dryer, compressor(s), storage and to determine the number of fueling hoses.

Finally, the STA will coordinate acquiring site plans or graphical representations of each site to assist the consultant in setting up equipment and dispenser layouts.

2. Meeting and site visit for CNG Station study:

At the kickoff meeting the consultant is expected to bring preliminary layouts of each site along with conceptual construction budgets to serve as a means of refining scope. During the meeting the consultant will focus on refining scope, cover construction budget, the compressor and fuel management design decisions and solicit feedback about operation and maintenance issues, including existing maintenance facilities to accommodate CNG buses and other vehicles.

Following the meeting or meetings, the consultant will conduct site visits. During the site visits, consultants will confirm preferences regarding location and layout of the fueling islands, paths of vehicular travel, and layout of CNG maintenance facility and equipment. Consultant will also discuss fuel management preferences. While on site, the consultant will need access to existing utilities that would serve each site.

3. Request for Information from PG&E. Following the fueling needs calculation and site visits, the consultant will prepare a request to the gas company (PG&E) on behalf of the STA and Soltrans to confirm pressure and flow rate information from the proposed gas service. The purpose of the request is to see that gas at the flow rate and pressure is available to a given site prior to proceeding. This information is therefore critical to design of a station and should be obtained in a timely manner.

The consultant will also request information from PG&E for electrical service and from the phone or cable company for communication service to each site. The cost evaluation will include approximate cost of service for gas, power and communication to each site.

4. Study: The study will include the following elements:
- a. Gas company Feasibility Study. Gas company feasibility information made available from the request noted in item 1 above.
  - b. Fueling needs assessment. A spread sheet listing of the CNG fleet that will be served by the station along with their fueling capacity and total fueling storage requirements. It will also provide a fueling curve developed from the data and include equipment sizing calculations.
  - c. Equipment Recommendations. Recommendations for compressor and dryer sizing, pipe sizing, tube sizing, vessel sizing and configuration for fast fill, layout of proposed equipment and expansion considerations.
  - d. Maintenance Facility Recommendations. Recommendations for existing maintenance facility to accommodate CNG buses and other vehicles.
  - e. Plot Plan. A conceptual plot plan for each location. The plot plan will show location of the dryer, storage, compression, dispensing and electrical equipment and will also show location of the natural gas source, power sources and communication tie ins.
  - f. Photographs of each site.
  - g. Preliminary cost opinion for each fueling site and vehicle maintenance facility. (POPCC).
  - h. Cost Benefit Analysis. A cost benefit analysis will be performed for each fueling site.
  - i. Opportunities to serve O&M costs. Consultant to assess the cost of connection to transmission pressure and look for opportunities to take delivery of transmission pressure gas.