



OLYMPIA, WASHINGTON

**REQUEST FOR PROPOSALS
PROJECT 2223**

ZERO EMISSIONS ANALYSIS

REQUEST FOR PROPOSALS (RFP) RELEASE DATE:
July 8, 2022

PRE-PROPOSAL MEETING:

Date: July 19, 2022
Time: 10:00 a.m. Pacific Time (PT)
Location: Virtual. See Section 2.3.

QUESTION/CLARIFICATION DEADLINE:

Date: July 25, 2022
Time: 5:00 p.m. (PT)

PROPOSAL DUE DATE AND TIME:

Date: August 1, 2022
Time: 11:00 a.m. (PT)

CONTACT PERSON:

Katie Cunningham
Procurement Coordinator
(360) 705- 5837
kcunningham@intercitytransit.com

LEGAL ADVERTISEMENT

**REQUEST FOR PROPOSALS
ZERO EMISSIONS ANALYSIS**

**INTERCITY TRANSIT
PROJECT 2223**

Intercity Transit, the public transportation provider in Thurston County, Washington, is seeking Proposals from qualified and experienced consultants interested in performing an analysis of current and emerging zero emission vehicle technology to assist in preparation for development of a long-term zero emissions fleet transition plan.

Solicitation documents for this opportunity are available online through Washington's Electronic Business Solution (WEBS) located at <https://fortress.wa.gov/ga/webs/>. Proposers are responsible to register in WEBS and download the RFP 2223 solicitation documents in order to receive automatic e-mail notification of any future Addenda.

An optional virtual Pre-Proposal Meeting will be held on July 19, 2022 at 10:00 a.m. (PT) via Microsoft Teams.

Proposals are due no later than August 1, 2022 at 11:00 a.m. (PT).

Please contact Katie Cunningham, Procurement Coordinator, by phone at (360) 705-5837 or email at kcunningham@intercitytransit.com with any questions regarding this solicitation.

Intercity Transit is committed to maximum utilization of minority, women and disadvantaged businesses, and small businesses. All businesses are encouraged to apply.

This project will initially be funded with local funds. Federal funds may be used in the future under the awarded contract.

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 Daily Journal of Commerce
 Washington's Electronic Business Solution (WEBS)
 Office of Minority and Women's Business Enterprises (OMWBE)

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SECTION 1 - INTRODUCTION

1.1 PURPOSE AND BACKGROUND

Intercity Transit (Transit), the public transportation provider in Thurston County, Washington, is conducting this Request for Proposals (RFP) to establish a Contract for a Zero Emissions Analysis and related services. Transit is seeking responses from qualified and experienced Consultants to perform an analysis of current and emerging zero emission vehicle technology to assist Transit in preparing for development of a long-term zero emissions fleet transition plan.

Transit is the leader, major advocate, and primary source of public transportation in Thurston County. An on-going challenge for Transit is to balance the financial, social, and environmental aspects of our service delivery commitment and sustainability initiatives. A commitment to pursue different vehicle propulsion technologies represents significant expense, and it is imperative that we utilize tax-payer dollars wisely and fully understand the scope and impacts of any proposed path. Transit's Pattison Base Headquarters was originally constructed in 1985 and is currently undergoing a comprehensive expansion and modernization whereby the administration and operations function is being relocated to a new Administration/Operations (ADOPS) Building on our North Parcel along with a new Fuel Wash Facility (FWF). Once these new buildings are complete, the existing Maintenance Building on our South Parcel will be modernized, and the existing Administration and Operations Building will be demolished to make way for additional staff parking and other site amenities. Both the new ADOPS Building and new FWF are currently scheduled to be complete in the fall of 2022. The Maintenance Building renovation is currently in the Design Development phase and construction is slated to begin in early 2023. Although the site plan includes an area designated to support alternative propulsion technologies, additional cost analysis and planning expertise is needed to guide Transit in the transition to a zero-emission fleet. A high-level future site plan, and additional detail regarding current and planned facilities and equipment, is included in the Zero Emissions Analysis Support Material document of [Appendix B](#). This document includes the following:

- Page 1: Illustrates future growth plans,
- Page 2: Illustrates a sample Battery Electric Bus (BEB) site plan, and
- Page 3: Illustrates a sample Hydrogen Fuel Electric Cell Bus (FCEB) site plan.

Although this site plan includes information for BEB and FCEB technologies, Transit's goal is to achieve zero emissions over time in the most cost-effective manner possible. Transit's current fleet consists of Coaches (Buses), Dial-A-Lift (DAL) Vehicles, Vanpool vehicles, and other non-revenue support vehicles as profiled below:

- Coaches:** Transit currently has a total of 86 coaches for fixed-route service. This includes a mix of 35 and 40-foot diesel and diesel hybrid models. While Transit expects that its fixed-route fleet will remain the same in quantity for at least the next several years, it is important to note that the mix of bus sizes may change. In the future, Transit may also begin to replace some the 40-foot coaches with articulated coaches for our planned Bus Rapid Transit (BRT) style service.
- DAL Vehicles:** Transit currently has a total of 54 cutaway type vehicles for paratransit service. These currently include a mix of Ford EIDorado Aerotech E-450 and Chevrolet EIDorado Aerotech 220 vehicles propelled by diesel, gasoline, and propane fueled engines.
- Vanpool:** Transit currently has over 200 vans that support Transit's Vanpool, Community Van, and Village Van programs. These include a mix of Toyota Sienna, Dodge Caravan, Chevrolet Express, and Ford Econoline models, and are currently powered by gasoline.

- D. **Non-Revenue Support Vehicles:** Transit currently has a total of approximately 37 vehicles used in support of revenue service to our community. These vehicles range from passenger sedans and work trucks to specialty equipment such as trailers and street sweepers.

Transit is preparing for development of our long-term zero emissions fleet transition plan. Transit's interest is in exploring existing and emerging technologies while balancing social, financial, and environmental aspects, and understanding the impacts, trade-offs and potential timeframes involved in such a fleet transformation. Transit's analysis suggests hydrogen fuel cell technology represents the most promising zero-emissions solution to meet the operational requirements of our fixed-route service with the following goals as our guiding principles:

- Zero emissions
- Reduce fossil fuel consumption Minimize operational impacts
- Focus on renewable energy solutions and "well-to-wheels" impacts

Support resiliency and emergency management role While the fixed-route fleet is of primary focus, the analysis and other actions described herein will also need to incorporate paratransit, vanpool, and non-revenue vehicles.

Accordingly, Transit seeks to partner with a qualified and experienced Consultant to assist with analysis of current and emerging zero emission vehicle technology.

1.2 SCOPE OF WORK

The Awarded Consultant will baseline Transit's current "well to wheel" profile, study our operating environment and service commitments, and explore zero emission options including emerging opportunities within the industry to make a business case for transitioning to hydrogen fuel cell technology to propel Transit's revenue fleet into the future, or determine if a more viable and cost-effective alternative exists. This will be completed in accordance with the Statement of Work provided in [Appendix A](#).

1.3 AWARD

Transit intends to award a Contract to the responsive responsible Proposer whose Proposal meets all RFP requirements and is determined the most advantageous to Transit.

Transit does not represent or guarantee any minimum purchase. This Solicitation does not obligate Transit to contract for the services specified herein. Transit reserves the right to add, remove, or otherwise modify requirements to meet the operational and strategic objectives of the agency.

1.4 CONTRACT TERM

The initial term of the Contract resulting from this RFP will be for one (1) year from date of execution, with the anticipation that the Statement of Work set forth in [Appendix A](#) should be completed within approximately six (6) months. Transit anticipates that additional consulting services related to zero emissions technologies within the scope of the awarded Contract may be required. In the event that additional consulting services are needed, the Contract may be extended for additional one (1) year terms, or portions thereof. The total Contract term will not exceed five (5) years unless special circumstances dictate otherwise. Extension for each additional term may be offered at the sole discretion of Transit and will be subject to written mutual agreement.

SECTION 2 – GENERAL INFORMATION

2.1 PROCUREMENT COORDINATOR

All questions and communication concerning this Solicitation must be directed to the Procurement Coordinator listed below. All oral communication will be considered unofficial and non-binding. Proposers are to rely only on written statements issued by the Procurement Coordinator.

Procurement Coordinator: Katie Cunningham
Email Address: kcunningham@intercitytransit.com
Address: 526 Pattison Street SE
Olympia, WA 98501

2.2 ANTICIPATED PROCUREMENT SCHEDULE

The activities and dates listed below represent the anticipated procurement schedule. Transit reserves the right to change the schedule. Transit will post any changes to the Pre-Proposal meeting date and time, Questions and Requests for Clarifications deadline, or Proposal Due Date and Time on Washington’s Electronic Business Solution (WEBS) at <https://fortress.wa.gov/ga/webs/>.

Procurement Activity	Date and Time (Pacific Time)
RFP Release	July 8, 2022
Pre-Proposal Meeting (Virtual)	July 19, 2022 – 10:00 a.m.
Questions and Requests for Clarifications Due	July 25, 2022 – 5:00 p.m.
Proposal Due Date and Time	August 1, 2022 – 11:00 a.m.
Evaluations Begin	August 1, 2022
Anticipated Interviews (optional)	September 7, 2022 or September 8, 2022
Anticipated Contract Award Date	October 5, 2022
Anticipated Contract Start Date	October 6, 2022

2.3 VIRTUAL PRE-PROPOSAL MEETING

Transit will host an optional virtual Pre-Proposal Meeting at the time and date identified below. While attendance is not mandatory, Proposers are encouraged to attend. This meeting will provide prospective Proposers an opportunity to seek clarification and raise concerns related to the Solicitation. Each prospective Proposer is obligated to raise pertinent issues during this meeting. If interpretations, specifications, or other Solicitation concerns warrant a change or clarification as a result of the meeting, the Procurement Coordinator will do so by issuing an Addenda posted in [WEBS](#).

Pre-Proposal Meeting Date: July 19, 2022
Pre-Proposal Meeting Time: 10:00 a.m. (PT)
Virtual Call-In Information: Virtual via Microsoft Teams

- To join via computer or mobile app use the following link: [Click here to join the meeting](#)
- To call in (audio only) please use the following:
Phone Number: +1 929-229-5501
Phone Conference ID: 319 110 068#

2.4 SOLICITATION DOCUMENT AVAILABILITY

Solicitation documents may be accessed on-line through [WEBS](#). Proposers are responsible to register in WEBS and download the Solicitation Documents. Contact WEBS customer service at (360) 902-7400 or WEBSCustomerService@des.wa.gov if you require assistance with the WEBS registration process or need help accessing the Solicitation Documents. Transit will post any Addenda or schedule changes in WEBS. Proposers are responsible to check for updates and obtain any Addenda related to this Solicitation. Failure to do so may result in submission of a Proposal that is inconsistent with the most current information and may result in disqualification.

2.5 EXAMINATION OF DOCUMENTS

Proposer must thoroughly examine all Solicitation Documents, including but not limited to, the RFP, Solicitation Standards, Sample Contract, Proposal Submittal Document, any other material referenced or incorporated herein, and any Addenda. Submission of a Proposal constitutes acknowledgment that the Proposer has thoroughly examined all Solicitation Documents. Proposer's failure or neglect to receive or examine any of the Solicitation Documents, statutes, ordinances, regulations and permits will in no way relieve the Proposer from any obligations with respect to the Proposal or any resulting Contract. Transit will reject claims for additional compensation based upon a lack of knowledge or misunderstanding of any of the Solicitation Documents, statutes, ordinances, regulations, permit requirements, or other materials referenced or incorporated in this RFP.

2.6 QUESTIONS AND CLARIFICATION REQUESTS

Proposer questions and/or requests for clarification regarding this RFP will be allowed consistent with the respective dates specified in the Anticipated Procurement Schedule. All Proposer questions and/or requests for clarification must be submitted in writing via email to the Procurement Coordinator. It is at Transit's sole discretion to accept or reject any request for changes.

Transit will provide an official written response to Proposer questions received by the respective deadlines. Proposers must not rely on any oral statements or conversations, whether at the Pre-Proposal Meeting or otherwise, with Transit representatives for questions or clarifications regarding this RFP. Verbal responses to questions and/or clarifications will be considered unofficial and non-binding. Only written responses posted to WEBS in the form of an Addendum will be considered official and binding. All such Addenda will become part of the Solicitation and any awarded Contract. If no requests for clarification are received, Transit will construe silence as acceptance and that the Proposer intends to comply with the Solicitation Documents as written in their entirety.

2.7 SOLICITATION STANDARDS

The Solicitation Standards document is included in [Appendix B](#). The Solicitation Standards document contains important information for Proposers applicable to this Solicitation. The terms and conditions provided in the Solicitation Standards document apply directly to, and are incorporated by reference, into this Solicitation and the Contract resulting from this Solicitation. As such, Proposers do not need to attach this document with their Proposal. It is the Proposer's responsibility to read and fully understand the details of all items contained herein prior to Proposal submittal.

2.8 CONTRACT TERMS

A Sample Contract is included in [Appendix B](#). Transit expects the final Contract signed by the successful Proposer to be substantially the same as the Sample Contract. Proposer's submission of a Response to this Solicitation constitutes general acceptance of these Contract requirements. The foregoing should not be interpreted to prohibit either party from proposing additional Contract terms and conditions during negotiation of the final Contract.

2.9 INCORPORATION OF DOCUMENTS INTO CONTRACT

A Proposal submitted in response to this Solicitation is an offer to contract with Transit. This RFP, all incorporated documents, any subsequent Addenda, and the successful Proposer's Response will be incorporated into the resulting Contract. The Contract Documents comprise the entire agreement between the parties concerning the work to be performed. It is the intent of the Contract Documents to describe the work, functionally complete, to be constructed in accordance with the Contract Documents. Any work, materials or equipment that may be reasonably inferred from the Contract Documents as being required to produce the intended result will be supplied whether or not specifically called for.

SECTION 3 – PROPOSAL SUBMITTALS

Respond to the following requirements in this section.

3.1 PROPOSAL SUBMITTAL REQUIREMENTS

Proposer must complete and provide the following information using the Proposal Submittal Document provided in [Appendix B](#). Incomplete or vague responses may be considered non-responsive and may be rejected. Failure to complete and submit all items listed in this section may disqualify the Proposer from further participation in this RFP.

1. Cover Letter

Proposer must compose and submit a Cover Letter which meets the requirements set forth in the Proposal Submittal Document.

2. Proposer Acknowledgements

The Proposer Acknowledgements must be signed by the Proposer's Authorized Representative. Proposer is to complete the acknowledgement of Addenda receipt box(es) by filling the "addenda numbers" fields for each Solicitation Addenda issued and complete the signature box information on the Proposer Acknowledgements page.

3. Proposer Information

Proposer must complete the Proposer Profile, Proposer Authorized Representative, Proprietary or Confidential Information, Certified DBE and SBE Status, and Statement of Prior Contract Termination sections. Proposer may attach additional sheets if necessary.

4. Sub-Consultant Information

Proposer is instructed to complete the Sub-Consultant Information section if the Proposer intends on utilizing Sub-Consultants. If Proposer does not intend to use Sub-Consultants, the Proposer is not required to complete this section of the Proposal Submittal Document. If no information is entered, Transit will assume that Sub-Consultants will not be used.

Transit will accept Proposals that include third party involvement only if the Proposer submitting the Proposal agrees to take complete responsibility for all actions of such Sub-Consultants. Proposer must disclose the use of any Sub-Consultant(s) in their Proposal.

5. **References**

Proposer must submit a **minimum of three (3)** references for which the Proposer has provided services similar to those described herein. Through this submission, Proposer grants permission to Transit to independently contact the references. Transit reserves the right to obtain and consider information from other sources concerning a Proposer, such as Proposer's capability and performance under other contracts, Proposer's financial stability, past or pending litigation, and other publicly available information.

6. **Non-Cost Proposal**

Proposer must complete and submit the Non-Cost Proposal Section. Proposer is instructed to provide an answer for each Non-Cost Proposal Question. Proposer may attach additional sheets if necessary.

7. **Cost Proposal**

Proposer must complete and submit the Cost Proposal Section. Proposer may attach additional sheets if necessary. Prices will be in U.S. dollars. Proposer will extend unit pricing as required. In the event of an error in the extension of prices, the unit price will prevail. All Proposal prices will remain firm for a minimum of sixty (60) Calendar Days from the Proposal due date.

All pricing will include everything necessary for the execution and completion of the work and fulfillment of the Contract, including but not limited to, travel expenses, materials, equipment, tools, labor and services, contract management costs, insurance, and taxes except as may be provided otherwise in the solicitation documents.

All applicable taxes which the Awarded Consultant is required to pay will be included in the proposed price. No adjustments will be made in the amount paid by Transit under the Awarded Contract due to misunderstanding or lack of knowledge of the Proposer as to liability for, or the amount of, any taxes for which the Proposer is liable or responsible by law or under the Awarded Contract or due to increases in tax rates imposed by any federal, state, or local government. No payments in advance or in anticipation of goods or services to be provided under any resulting Contract will be made. Consultant will only be compensated for performance delivered and accepted by Transit.

8. **Certification Regarding Lobbying**

Proposer must complete and submit the Certification Regarding Lobbying. This form must be completed and signed by the Proposer's Authorized Official.

9. **Certification Regarding Debarment, Suspension, and other Responsibility Matters**

Proposer must complete and submit the Certification Regarding Debarment, Suspension and Other Responsibility Matters. This form must be completed and signed by the Proposer's Authorized Official.

3.2 **SUBMITTAL INSTRUCTIONS**

Proposer will submit their complete Proposal in the following manner:

- A. **Proposal:** Proposer must complete and submit all sections of the Proposal Submittal Document, located in [Appendix B](#), as their Proposal. One (1) hard copy and one (1) electronic copy of the Proposer's complete Proposal must be received by Intercity Transit on or before the **Proposal Due Date and Time** set forth in Section 2.2, Anticipated Procurement Schedule.

1. *Hard Copy:* The hard copy Proposal is to be typed and submitted on 8.5" x 11" white paper in a bound format that allows the pages to lie fully flat when open.
2. *Electronic Copy:* The electronic copy Proposal is to be submitted on a USB flash drive, labeled with the RFP number and Proposer's name. The preferred electronic formats are Microsoft Word (recent version) and PDF.

B. Delivery of Proposal: The Proposal must be delivered as follows:

1. Enclose the hard copy and electronic copy of the Proposal together in a single envelope or container and label as follows:

**Intercity Transit
RFP 2223 - Zero Emissions Analysis
Attn: Katie Cunningham
526 Pattison Street SE
Olympia, WA 98501**

2. Ensure delivery to Transit at the address provided in Item B.1 above on or before the Proposal due date and time via one (1) of the following options:
 - a. Mailed in and received at Transit prior to the Proposal due date and time, OR
 - b. Hand-deliver, between the hours of 9:00 a.m. and 11:00 a.m. only, on the Proposal due date.

C. Time of Receipt: Time of receipt will be determined by the date and time the Proposal is received by Transit's staff. Proposer accepts all risks of late delivery regardless of fault or chosen method of delivery. The telephone number for shipping purposes is (360) 786-1881.

Proposals are to be submitted in the format described in this Solicitation. No oral, faxed, e-mailed, or telephone Proposals or modifications will be accepted or considered. All Proposals and any accompanying documentation become the property of Transit and will not be returned. **In the event of any discrepancies between the hard copy and electronic copy Proposal, the electronic copy will prevail.**

3.3 LATE PROPOSALS

Any Proposal received after the exact time specified for Proposal due date and time will not be accepted or receive consideration. The exact time is designated as the date and time displayed on Transit's administrative lobby receptionist clock.

3.4 PROPOSER RESPONSIVENESS

Proposer must respond to each question/requirement contained in this RFP. Failure to demonstrate to Transit that your firm meets RFP requirements and/or comply with any applicable item may result in the Response being deemed non-responsive and disqualified from further consideration.

Transit, at its sole discretion, reserves the right to consider the actual level of Proposer's compliance with Solicitation requirements, accept or reject any and all Proposals received, waive any irregularities or minor informalities, to accept any items or combination of items, and to request additional information required to fully evaluate a Proposal.

SECTION 4 – EVALUATION AND AWARD

4.1 OVERVIEW

The responsive responsible Proposer whose Proposal is determined to best meet all RFP requirements and is the most advantageous to Transit, based on the evaluation factors described herein, will be declared the successful Proposer. All Proposals are subject to Transit’s final approval as to whether they meet all RFP requirements.

4.2 EVALUATION CRITERIA

The scores for each Proposal will be assigned a relative importance for each scored section as follows:

PHASE 1 EVALUATION

Phase 1 Requirements	Max Points
Non-Cost Proposal:	70 points
Cost Proposal:	30 points
Total Possible Phase 1 Points:	100 points

PHASE 2 EVALUATION (OPTIONAL)

Phase 2 Requirements	Max Points
Interview:	100 points
Total Possible Phase 2 Points:	100 points

4.3 EVALUATION PROCESS

1. Initial Determination of Responsiveness (pass/fail)

Responses will be reviewed initially by the Procurement Coordinator to determine on a pass/fail basis compliance with administrative requirements as specified in this RFP. Only responses that meet this requirement will move to the next evaluation step.

Transit reserves the right to determine at its sole discretion whether Proposer’s Response meets the Responsiveness criteria as set forth within this document. If all responding Proposers are determined to be Non-Responsive, Transit will cancel the Solicitation and reject all Proposals. Only Responses that pass the Initial Determination of Responsiveness review will be further evaluated based on the requirements in this Solicitation.

2. Phase 1 Evaluation – Non-Cost and Cost Elements (scored)

a. Non-Cost Proposal Evaluation:

Evaluators will score each element of the Non-Cost Proposal. The Procurement Coordinator will tabulate the evaluators’ scoring. Transit will calculate a single score for each Non-Cost Proposal. The maximum available points for the Non-Cost Proposal are **70 points**.

b. Cost Proposal Evaluation:

The Procurement Coordinator will calculate the Cost score using Proposer’s Cost Proposal submittal. The total available points for the Cost Proposal section are **30 points**. Cost scores will be calculated by combining elements of the Cost Proposal to determine the overall cost to Transit. The Proposer’s Cost Proposal will be scored in relation to the other Cost Proposals received, with the lowest Cost Proposal receiving the maximum available points.

c. Proposer Total Phase 1 Score:

Proposers’ Total Phase 1 Scores will be calculated by summing Non-Cost and Cost Proposal points (maximum of **100 points**) to determine the Proposer’s total Phase 1 Score.

3. Phase 2 Evaluation - Interview (scored) (Optional)

Transit reserves the right to schedule Interviews if determined to be in the best interest of Transit. In the event Interviews are required, Transit will contact the top-scoring Proposer(s) from Phase 1 to schedule an Interview date, time, and location. Phase 1 scoring will only be used to determine which Proposer(s) move to Phase 2. Phase 2 scoring will be used exclusively during the remainder of the RFP evaluation process to determine the successful Proposer. There are a maximum of **100 points** available for the Interview. Commitments made by the Proposer during the Interview, if any, will be considered binding.

4. Best and Final Offer (Optional)

Transit reserves the right to enter into a Best and Final Offer (BAFO) process with the top-ranking Proposer(s) in Phase 2 if determined to be in the best interest of Transit. In so doing, Transit will schedule a meeting with the Proposer(s) to provide additional clarification about the project which the Proposer may consider in deciding whether or not to submit a BAFO. Afterwards, if a timely BAFO is received, the evaluators may use this information to adjust and finalize the Proposer's Phase 2 score.

5. References (pass/fail) (Optional)

Transit reserves the right to check references after Proposal submittal, to assist in determining the overall responsibility of the Proposer. References may be checked during Proposal evaluation determine the responsibility of Proposers. Transit reserves the right to reject any Proposal submittal if the Proposer receives unfavorable references and may use results as a factor in award. Transit reserves the right to seek and substitute other references to determine the sufficiency of the Proposer's level of responsibility.

6. Evidence of Qualification (pass/fail)

After Proposal submittal, Transit reserves the right to make reasonable inquiry and/or requests for additional information, to assist in determining the overall responsibility of any Proposer. Requests may include, but are not limited to, educational degrees, business licenses, financial statements, credit ratings, references, record of past performance, experience, available equipment, criminal background check, clarification of Proposer's offer, and on-site inspection of Proposer's or Proposer's Subcontractor's facilities. Failure to respond to said request(s) may result in the Proposer being deemed non-responsive and thus disqualified. Transit reserves the right to reject any Proposal where, upon investigation of the available evidence or information, Transit is not satisfied that the Proposer is qualified to fulfill Contract requirements.

4.4 OVERVIEW OF THE AWARD PROCESS

The successful Proposer, if any, will be the responsive, responsible, qualified Proposer whose Proposal, in the sole opinion of Transit, best meets the requirements set forth in this RFP and is in the best interest of Transit. Transit may enter into Contract negotiations with the successful Proposer. All responsive Proposers which responded to this solicitation will be notified when Transit has determined the successful Proposer.

If Transit and the successful Proposer are unable to negotiate an acceptable Contract within a reasonable amount of time, Transit will terminate negotiations and may proceed to negotiations with the next highest ranked Proposer. Transit may be required to make a recommendation of the successful Proposer to the Intercity Transit Authority (Authority). If the Authority concurs, a Contract will be awarded to the successful Proposer.

4.5 EXECUTION OF CONTRACT

The successful Proposer will execute the final Contract and return to Transit, together with the evidence of insurance, within ten (10) Business Days of its receipt. After execution by Transit, one (1) fully signed Contract will be returned to the Awarded Contractor.

4.6 POST AWARD MEETING

The Awarded Contractor may be required to attend a post award meeting scheduled by the Procurement Coordinator to discuss Contract performance requirements. The time and place of this meeting will be scheduled following Contract award.

APPENDIX A – STATEMENT OF WORK

A. STATEMENT OF WORK

The Consultant will baseline Transit’s current “well-to-wheels” profile, study our operating environment, service commitments, and explore zero emission options including emerging opportunities within the industry to make a business case for transitioning to hydrogen fuel cell technology to propel Transit’s revenue fleet into the future, or determine if a more viable and cost-effective alternative exists. The Consultant will collaborate with Transit and potentially other industry leaders in formulating the zero-emissions feasibility study and analysis that will be used to educate and aid in decision making.

The Consultant is to complete Part One, Zero Emissions Analysis, a comprehensive analysis of zero emission vehicles and related technology and infrastructure with a focus on the most effective solutions for Transit’s operating environment and service delivery goals. Part Two, Zero Emission Transition Plan, and Part Three, Design Development, as described in Item C and Item D of this Statement of Work, may be awarded at a later date at the discretion of Transit.

A. PART ONE: ZERO EMISSIONS ANALYSIS

The zero-emission vehicle analysis will identify commercially available zero-emission technologies to include hydrogen fuel cell, battery electric, and any other viable and commercially available emerging technologies that have been successfully deployed in transit service. In considering Transit’s service characteristics, the resulting zero-emissions analysis will include:

- Recommended solutions and strategies best suited for Transit
- Identified related capital projects and/or infrastructure needs for the eventual full fleet transition
- Estimated costs for fleet, infrastructure, and ongoing operational needs
- A reasonable transition timeline and development of any necessary transition plans
- Environmental benefits, cost savings, or any other benefit of the new technology
- Evaluation of performance issues, risks, and life cycle costs to implement and maintain the vehicles and infrastructure, including redundancies to better ensure 100% service availability.

While the primary focus of this zero-emissions analysis will be on the fixed-route fleet, the Consultant will also be tasked with exploring opportunities for eliminating or reducing emissions using available technology or expansion of existing technology for Transit’s paratransit, vanpool and non-revenue support fleets and/or emerging innovative service types. This may or may not be the same technology as the primary fixed route fleet.

B. TASK BREAKDOWN – PART ONE: ZERO EMISSIONS ANALYSIS

Consultant will complete the following:

1. Baseline

Consultant will baseline Transit's current Fleet profile, which includes the creation and understanding of Intercity Transit's current emissions profiles based on the current fuel usage and operating conditions. This baseline will be used to evaluate impacts and changes considered for the various zero-emission technologies.

Transit may also be pursuing a separate solicitation for a comprehensive Greenhouse Gas (GHG) inventory and historical perspective, including the benefits of transit in our community. The results may then be shared with the awarded Consultant for this project.

2. State of the Industry

Consultant will provide a high-level overview, inventory, and analysis, for each commercially available technology, to include the following:

- a. Identify available technologies.
- b. Explain what the various technologies do and/or how they work.
- c. Explain how technologies differ from one another.
- d. Characterize current market conditions and/or availability.
 1. Identify potential manufacturers and their capacity to provide products for both rolling stock and infrastructure.
- e. Describe the benefits of each technology.
- f. Describe the risks/challenges associated with each technology.
- g. Explain SAE J3105 or other relevant recommended standards, practices and/or limiting factors for each technology.
- h. Explain the process to dispose of used technology (batteries or fuel cells).
 1. Identify current assumptions for vehicle lifespan and mid-life maintenance overhauls for each technology.
- i. Identify current users of each technology and experience of peer agencies, including how long each technology has been in use. Identify if site visits are possible.
- j. Forecast trends, pace of advancement, and implications of same.

3. Analyze and Evaluate

Consultant will provide a comprehensive overview of how each zero-emission technology could be implemented in Transit's service. The Consultant will identify reasonable expectations as related to Transit's specific service area and network characteristics, to include:

- a. Operational Expectations and Impacts
 1. Passenger impacts
 - i. Capacity
 - ii. Aesthetics/Comfort
 - iii. Route quality
 - iv. Benefits

2. Efficiency
 - i. Vehicles
 - ii. Scheduling
 - iii. Energy use
 3. Reliability
 - i. Range factors and limitations
 - a. Range extending options
 - ii. Potential impacts due to weather conditions, topography, passenger loads, ancillary onboard systems (i.e., heating and/or cooling), etc.
 - iii. Other factors that create route performance variations
 4. Performance of Technology
 - i. Range limitations and/or expected degradation of technology over time
 - a. Include lifecycle replacement timeframe
 - ii. Speed of fueling/charging
 - iii. Impacts to route design, scheduling, and blocking
 - iv. Maintenance impacts and expectations
- b. Capital Needs
1. Vehicles
 - i. Spare ratios
 - ii. Warranties
 - iii. Impacts of weight (trade off with passenger capacity)
 - iv. On board technology
 - v. Buy America compliance
 - vi. Timing for replacement of current fleet
 - vii. Potential for conversion of existing fleet
 2. Infrastructure
 - i. Space, Land, Charging & Cabling Infrastructure & Equipment, Yard configurations
 - a. Base/Depot, on-route, off-site
 - ii. On-site/off-site storage, production and/or delivery systems
 - iii. Specialized tools and equipment
 - a. Increased coach rooftop access
 - iv. Telematics systems
 - v. Charge management systems or other infrastructure support technologies
 - vi. Lead time for acquiring or implementing
 - vii. Redundant systems to minimize outages and ensure fleet resiliency
 - viii. Potential SEPA and/or NEPA concerns
 - a. Local permitting jurisdiction opportunities or concerns
 3. Procurement Strategies

- c. Risks and Challenges
 - 1. Charging/fuel capabilities
 - 2. Energy grid and storage capacity
 - 3. Battery degradation and/or disposal
 - 4. Potential for lost service
 - 5. Potential risk and safety considerations or practices
 - 6. Increasing dependence on software and electronics
 - 7. Fire protocols (at base and on route)
 - 8. Employee or agency certifications needed
 - 9. Regulatory framework constraints
 - i. Legal requirements, regulations, and standards
 - 10. Environmental challenges
 - i. Life cycle impacts beyond tail pipe emissions
- d. Benefits and Opportunities
 - 1. Environmental benefits
 - i. Forecast reduction in greenhouse gas (GHG)/climate goals or other emission reduction benefits
 - ii. Sustainability considerations
 - 2. Cost savings potential
 - 3. Community benefits
 - 4. Indirect benefits
 - 5. Identify opportunities in publicly available infrastructure, or future federal or local infrastructure opportunities
- e. Utility Interface
 - 1. Charging restrictions
 - 2. Peak/non peak; fast/slow charging
 - 3. Demand management; cost methodology
 - 4. Utility agreements
 - 5. Electrical distribution availability
 - 6. Communication infrastructure
 - 7. Storm runoff confirmation
 - 8. Capacity or expansion need for substations/transformers
 - i. At depots or on-route
 - 9. Differences in utility impacts for hydrogen fuel cell bus (FCEB) vs. battery electric bus (BEB)
 - 10. Alternatives (such as solar, wind, etc.)
 - 11. Contingency plans for major outages or long duration disruptions
- f. Any other relevant issues or impacts for consideration

4. Economic and Cost Analysis

Consultant will provide a comprehensive cost breakdown for each zero-emission technology. This will produce a comparison of new technologies versus each other, as well as compared to No action and phased approaches. Consultant should distinguish start-up versus reoccurring capital and operating costs. At a minimum, cost analysis will include:

- a. Capital and Infrastructure Cost
 1. Fleet vehicles
 2. Infrastructure
 - i. Size and space needs
 - ii. Fuel storage and pumping or electric charging equipment
 - iii. Fuel delivery vs. on-site production
 - iv. Software management solutions
 - v. Depot vs. off-site charging or fueling
 - vi. Redundant Systems
 - vii. Safety systems
 - viii. Plans for future growth
- b. Operating Costs
 1. Changes in operations
 - i. Blocking or refueling based on range
 - a. Impacts of battery degradation over time
 - ii. Cost variations based on distance/topography
 - iii. Cost variations based on weather/seasonality
 2. Maintenance
 - i. Maintenance cost per mile
 - ii. Component replacements
 - a. Drive failures
 - b. Battery degradation/replacement
 - c. Other warranted parts
 - d. Major component cost, availability, and procurement lead times
 - e. Changes in use of industrial lubricants or other indirect cost (i.e., motor oil, diesel exhaust fluid (DEF), transmission fluids, etc.)
 3. Utilities
 - i. Energy costs and restrictions
 - ii. Fuel/Energy cost per mile
 - iii. Demand charging
 - iv. Software management solutions
- c. Indirect Cost Factors
 1. Identify if the implementation of technology requires increases in staffing, service hours, spare ratio, etc.
 - i. Cost of additional training or certifications
 2. Data capture, retention, and analysis

- d. Life Cycle Cost Analysis over 12-year Horizon
 - 1. Including lifecycle replacement timelines
- e. Any other Relevant Issues or Costs for Consideration
- f. Identification of Grant/Funding Opportunities
- g. Identify Total Cost of Ownership (TCO)

5. Change Management

Transit recognizes the introduction of zero emission technology is a transformative innovation that will require changes throughout the agency. The Consultant will help identify the magnitude of change and how Transit can minimize operational impacts, and best incorporate required new practices into procedures and processes in the following areas:

- a. Changes to current Operating Practices and Staffing
 - 1. Service Planning & Scheduling
 - 2. Data analysis
 - 3. Training
 - 4. Information Systems
 - 5. Facilities Maintenance
 - 6. Operations
 - i. Driver behaviors
 - ii. Dispatching
 - iii. Fleet assignments
 - iv. Labor Agreements
 - v. First responder training
 - 7. Maintenance
 - i. Vehicle maintenance processes
 - ii. Yard management
 - iii. Charging Controls
 - a. Time for charging
 - b. Time of day
 - iv. Road Calls
 - a. Towing protocols
 - b. Portable charging needs
 - 8. Information Technology Strategies
 - 9. Risk & Safety
 - i. First responder training/certifications
 - 10. Modifications to current safety practices
 - 11. Procurement strategies
 - 12. Organizational changes
- b. Any other relevant issues or impacts for consideration

6. Potential Timeline

The Consultant will develop a viable and reasonable timeline for Transit to transition to zero emission technology. This will include:

- a. Opportunity for test or pilot project
- b. Service plan driven scalability or phasing strategies
- c. Identification of optimal fleet percentage and routes (All or some)
- d. Timeline for transition strategy and staging plans
- e. Any other relevant issues or impacts for consideration

7. Outreach and Education

The Consultant will engage staff at various levels of the organization. A Program Manager has been identified that will work with an internal stakeholder group to guide the Analysis. At a minimum, monthly meetings with the stakeholder group will be conducted to guide the Analysis. These could be virtual or in-person.

In addition to regular work meetings with the stakeholder group, the Consultant will also engage in Authority Board and Senior Management workshops to inform and educate Transit leadership on the results of the research and analysis. The Consultant will provide presentation materials and exhibits for these workshops.

A minimum of 4 workshops will be conducted during the Analysis period.

8. Final Report and Recommendations

Considering all information, input, and guidance from stakeholders, Senior Leadership and Board members, the Consultant will first provide a draft and then final report that outlines a strategy identifying the optimal zero emission transition plan for Transit. Consultant will assume a three-week owner review time between the draft and final report. At a minimum, this report will include:

- a. Recommended Technology solution(s)
- b. Service plan concept
- c. Size of fleet; optimal fleet mix, including support or other service vehicles
- d. Capital needs
- e. Cost estimates
 1. Capital and Operations and Maintenance (O&M)
 2. Start up and recurring
- f. Benefits and Opportunities
- g. Risks and Challenges
- h. Test/Pilot Project Potential
- i. Timeline for Transition
- j. Summary Power Point Presentation

C. PART TWO: ZERO EMISSION TRANSITION PLAN (Optional)





Based on the results of the analysis in Part One and the outcome of Transit’s decision-making, the Consultant may be tasked to assist in the development of a long-term zero emission transition plan of the entire fleet. In addition to the focus on zero emissions, the Transition Plan is to include recommendations regarding current and upcoming options for reducing emissions, including but not limited to the use of alternative fuels and/or alternative technologies such as biodiesel, renewable diesel, hybrid technology, etc. The contents of the Transition Plan will be used by Transit as guiding principles for future planning and actions related to emissions reduction and may be reviewed and revised as zero emissions options evolve due to advancements in technology, energy efficiency, and funding opportunities. The Transition Plan is to include all required elements for Federal Low-No Emission Vehicle Program, Buses and Bus Facilities Program, and other grant opportunities.

D. PART THREE: DESIGN DEVELOPMENT (Optional)

To initiate actions needed to implement the zero-emission transition plan, the Consultant may be tasked with participating in the related project planning and technical design process as necessary for integration of the selected technologies and related infrastructure.

Participation of the Consultant in Parts Two and Three above will be at the sole discretion of Transit.

APPENDIX B – PROPOSAL DOCUMENTS

<p>Proposal Submittal Document: Proposers must <u>complete and submit</u> the Proposal Submittal Document as their Proposal.</p>	 <p>2223 Submittal Document</p>
<p>Solicitation Standards: This document contains the Standard Definitions, Instructions to Proposers and Terms and Conditions. This document <u>does not</u> need to be submitted; however, Proposers are instructed to be familiar with it as it governs this Solicitation and will be incorporated into the resulting Contract.</p>	 <p>2223 Solicitation Standards</p>
<p>Sample Contract Document: Transit expects the final Contract signed by the successful Proposer to be substantially the same as this Contract. This document <u>does not</u> need to be submitted; however, Proposers are instructed to be familiar with it.</p>	 <p>2223 Sample Contract</p>
<p>Zero Emissions Analysis Support Material Document: This document provides supplemental information for Proposers regarding Transit’s future site plan, and additional detail regarding current and planned facilities and equipment as follows:</p> <ul style="list-style-type: none"> • Page 1 illustrates future growth plans, • Page 2 illustrates the Battery Electric Bus (BEB) site plan, and • Page 3 illustrates the Hydrogen Fuel Cell Bus (FCEB) site plan. <p>This document does not need to be submitted; however, Proposers are instructed to be familiar with it.</p>	 <p>Zero Emissions Analysis Support Material</p>