

REQUEST FOR QUALIFICATIONS: Project Management for SRTA Procurement of Battery Electric Bus and Charging Infrastructure

Issued June 6, 2018

Submittals are due by 4:00 PM on June 20, 2018

**Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001
(530) 262-6190**



Need

The Shasta Regional Transportation Agency (SRTA) serves as the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Agency (RTPA) for the cities of Anderson, Redding and Shasta Lake, and the county of Shasta. SRTA studies the region's transportation needs, plans and programs transportation improvements, and pursues all potential funding sources.

SRTA is committed to executing its mission to maximize state, federal and other revenues for cost-effective transportation investment strategies that connect communities, people and goods. It is important that SRTA reflect the values of the community it serves while maximizing potential funding opportunities.

The zero emission transit vehicle industry has been evolving based greatly on [California Climate Investments](#) (CCI) – including the Transit and Intercity Rail Capital Program (TIRCP) – and the [Federal Transit Administration \(FTA\) Low or No Emission Vehicle Program](#). The manufactures of battery electric transit vehicles and charging systems are regularly updating battery technologies, battery capacities, charging systems, and bus configurations – to name a few – to meet the challenges facing transit agencies interested in transitioning to an electric fleet. Those challenges include accessibility, range, interoperability, speed, knowledge-base of maintenance professionals, comfort, and convenience; when addressed, resolution of these challenges will make the transition to electric vehicles more attractive to transit providers.

SRTA and partners are entering the battery electric transit arena. SRTA was awarded over \$8.6 million in capital funding through the TIRCP to replace and enhance bus service between Redding and Sacramento, including a Sacramento Valley feeder service connecting Chico and rural counties to the Interstate 5 (I-5) Backbone. The TIRCP grant award includes funding for the initial phase of the North State Intercity Bus System which includes seven battery electric vehicles and associated charging systems, likely five coach-style buses for the I-5 Backbone and two low floor buses for the North Valley Feeder. In addition, the Redding Area Bus Authority (RABA) was awarded FTA Low-No funding for a single Proterra 35-foot Catalyst E2 transit bus and charging infrastructure that will be incorporated into their fixed route bus fleet. Finally, along with SRTA's TIRCP award, two other transit agencies were awarded funding for battery electric vehicles that will directly serve the city of Sacramento; they are the San Joaquin Joint Powers Authority – San Joaquin Regional Rail Commission partnership and Solano Transportation Authority.

SRTA seeks a vendor that will assist in project management for procurement of battery electric buses and charging systems in coordination with SRTA and project partners in both Redding and Sacramento. The North State Intercity Bus System faces the unique challenges of both speed and range, as the I-5 Backbone buses should travel at an interstate speed of 70 miles per hour and the buses should have a range exceeding 230 miles on a single charge. Details of the project can be found in the [draft North State Intercity Bus System Business Plan](#) and the [TIRCP grant application](#).

In addition to project management for TIRCP buses and charging system, SRTA anticipates future needs for procuring additional battery electric buses; bus and charging system delivery testing, monitoring and reporting.

Most or all the work for the initial undertaking is anticipated to occur between June and October 2018. Up to \$50,000 is budgeted for this effort.

Intent

SRTA seeks qualifications from vendors who are well-versed in battery electric transit vehicles, interoperable charging systems, and associated procurement. SRTA's emphasis is on bus and charging needs described in the draft *North State Intercity Bus System Business Plan* (final approval anticipated at June 19 SRTA Board meeting), the TIRCP award and guidelines, and coordination with project partners and related transit service providers.

Schedule

SRTA will follow the timetable listed below:

- Issue RFQ: Wednesday, June 6, 2018
- Deadline for written vendor questions: Wednesday, June 13, 2018 by 4:00 PM
- Deadline for SRTA responses to vendor questions: Friday, June 15, 2018
- Deadline for vendor submittal of Statement of Qualifications (SOQ): Wednesday, June 20, 2018 by 4:00 PM.

RFQ Questions and Contact Person

Questions

Questions concerning this RFQ will be responded to collectively and made available for interested applicants via the SRTA website. All inquiries must be submitted in writing no later than 4:00 PM on June 13, 2018 to the below contact person. **Questions taken from prospective vendors, and responded to by SRTA staff, will be reported on the [SRTA website](http://www.srta.ca.gov/bids.aspx) no later than Friday, June 15, 2018.** Interested applicants must subscribe to SRTA's bid posting webpage at <http://www.srta.ca.gov/bids.aspx> so that they are notified of any addenda to the RFQ, or for responses to questions received.

Contact Person(s)

Jennifer Pollom, AICP
Senior Transportation Planner
jpollom@srta.ca.gov
530-262-6195

Vendor Qualifications

The intent of this RFQ is to enable SRTA to evaluate vendor experience, qualifications, capabilities, and value. Responders are to submit a Statement of Qualifications addressing each of the below numbered items:

1. **Transmittal Letter** signed by an officer who may contractually bind the business, including a description of the firm. The SOQ shall be a firm offer for a minimum of 90 days and contain a statement to that effect. The SOQ shall identify ongoing vendor commitments and how SRTA's needs and schedule fit within those commitments. The letter should also note how the respondent heard of the RFQ.

2. Experience in Project Management of Battery Electric Bus and Charging System

Procurement

- A. List relevant clients
- B. Explain relevant experience and provide examples
- C. References (Please list a minimum of three references and no more than five, including all contact information below.)
 - 1. Client Name
 - 2. Client Contact Person
 - 3. Phone Number and Email Address
 - 4. Client Physical Address
 - 5. Website Address

3. Company Profile

- A. Number of years in business
- B. Office location(s) (Include business address(es))
- C. Organization Chart
- D. Rate schedule by employee and job title and other expenses for services/products, as applicable, including delineation of profit
- E. Disadvantaged Business Enterprise (DBE) designation and certification information, if applicable

4. Team Members/Roles (list all personnel to be assigned to this project)

- A. Name, title, role (e.g. project management, technical lead)
- B. Qualifications of key personnel proposed for the contract
- C. Office location of project manager/main point-of-contact

5. Vendor Service Capabilities (Describe all applicable)

The listing below represents functional categories and is **not** comprehensive; others may be recommended or added:

- A. Battery electric bus procurement management
- B. Charging system procurement, coordination, and interoperability management
- C. Battery electric bus delivery testing, performance monitoring, and reporting
- D. Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) enrollment and management
- E. Other (as recommended or added by vendor)

Deliverables

To respond to this RFQ, please complete and return your Statement of Qualifications (SOQ) regarding items 1-5 under the above Vendor Qualifications section. SRTA requests that the submittal be no more than 20 pages total, including attachments.

Evaluation Criteria

A vendor selection committee will evaluate the SOQs using the below evaluation criteria and will also perform random reference checks.

Table 1 – Vendor Qualifications Criteria Evaluation

Criteria	Scoring
Overall Experience of Vendor	30
Qualifications of Staff Assigned to Project	25
Extent of Vendor Service Capabilities	25
Value	15
DBE	5
Total:	100

Vendor Selection Process

A selection committee will select a vendor or vendors and establish a vendor list by the following process:

1. Based on the evaluation criteria scoring and information received from references, the committee will select one vendor for project management for battery electric bus and charging system procurement. Furthermore, said committee will place qualified vendors on a battery electric bus and charging system list—to be valid for three years.
2. The highest ranked vendor(s) may be invited to participate in a phone or in-person interview.
3. As additional project needs arise, SRTA will interview the best qualified vendors from the vendor list for applicable project(s) and select the top-ranked vendor with whom to proceed with contract negotiations. As noted above, SRTA expects to engage with at least one firm immediately regarding the project management for battery electric bus and charging system procurement for up to \$50,000.
4. Selected vendor(s) will be provided a copy of SRTA's technical services agreement to review and proceed with contract negotiations. The technical services agreement will also include the rates provided in the submitted SOQ.
5. If agreement on a fair and reasonable price:
 - A. cannot be reached, negotiations will be terminated and SRTA will proceed to negotiate with the next most qualified vendor, etc.
 - B. is reached, SRTA and the vendor will enter into a technical services agreement.

Response Deadline

The deadline for SOQ is **Wednesday, June 20, 2018, at 4:00 PM**. Submit an electronic copy to srta@srta.ca.gov.

Submittals that are not submitted on, or before, the specified deadline will not be accepted—no exceptions. SRTA reserves the right to request follow-up information or clarification from vendors in consideration.

Other Information

Each response to this RFQ, and any resultant interviews, and follow-up scoping and/or negotiating meetings/sessions, shall be done at the sole cost and expense of each respondent vendor and with the express understanding that no claims against SRTA for reimbursement will be accepted until work on a specific project commences after the execution of the technical services agreement and issuance of a Notice to Proceed.

Payment Options

For project management for battery electric bus and charging system procurement, SRTA intends to enter into a time-and-materials contract, not to exceed \$50,000. The possibility exists for the vendor to be on retainer with SRTA where the agency pays the vendor upfront and the vendor bills against the retainer.