



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

August 12, 2011

Request for Proposals

RFP # 2011-007

Bicycle Parking Infrastructure Project

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SECTION I – SUMMARY

This Request for Proposals (RFP) solicits formal proposals from vendors that would, under contract with the Bay Area Air Quality Management District (Air District), offer a fixed price for the purchase of qualifying bicycle parking equipment to public agencies through its Bicycle Parking Infrastructure Program (Program). The Program aims to reduce the cost of bicycle parking equipment (including racks, lockers and e-locker retrofits) and enable a larger number of agencies with varying equipment needs to participate in the Program. Eligible “vendors” include manufactures and merchants (retailers and distributors) that have a local presence in the Bay Area.

The District has allocated the Program a maximum of \$600,000 from the Transportation Fund for Clean Air (TFCA). At the Air District’s sole discretion, the amount of funding may be increased or decreased. Through this RFP, the Air District may select one or more vendors to carry out the responsibilities set forth in this request.

To respond to this RFP, interested vendors should submit two hard (2) copies and one (1) electronic copy (in Microsoft Office or Adobe format) of its proposal to:

**Tom Flannigan, Administrative Analyst, tflannigan@baaqmd.gov
 Bay Area Air Quality Management District
 939 Ellis Street San Francisco, CA 94109**

**Proposals must be received
 by 4:00 p.m. Tuesday, September 6, 2011.
 Late proposals will not be considered.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women’s business enterprises, veteran’s business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be directed to Tom Flannigan @ tflannigan@baaqmd.gov**

SECTION II – BACKGROUND

A. Air District Overview

The Bay Area Air Quality Management District (Air District) was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact certain transportation and mobile source measures including efforts to expand bicycling in the region.

The Air District is governed by a twenty-three member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The chief executive officer of the Air District is the Air Pollution Control Officer (APCO), a position currently held by Jack Broadbent.

B. Bicycle Parking Infrastructure Program

The Air District is requesting proposals from vendors to handle a range of Program responsibilities, including all interactions with participating public agencies. Preference will be given to proposals that demonstrate turn-key, seamless service to the District and to Program participants, at a competitive price. This may require that the Contractor(s) subcontract with other entities. The District may select more than one Contractor from this RFP.

In the past, TFCA funding has been awarded annually on a competitive basis to between 2 to 5 public agencies to implement and complete bicycle infrastructure projects on their own. The Bicycle Parking Infrastructure Program is being modified in order to increase the number of public agencies that may participate. The District is looking to contract with one or more vendor(s) who can provide bicycle parking equipment and the services described below at a competitive cost.

In particular, the Air District is requesting quotes for the following equipment categories:

- 1,500 to 3,500 Individual Racks (see specifications in Section IV (B));
- Up to 240 Electronic Lockers (see specifications in Section IV (B));
- 100 to 2,000 Mechanical Lockers (see specifications in Section IV (B)) and/or;
- 200 to 350 Mechanical to Electronic Locker Retrofits (see specifications in Section IV (B)).

Under this Program, the Air District would reimburse the vendor(s) for eligible expenses incurred associated with the purchase of most categories of bicycle parking equipment, while installation, maintenance and operation costs would likely be the responsibility of the receiving agencies. In some cases the Air District's funding may not cover the full cost of equipment.

The **over-arching goals of the Program** are to provide:

- New bicycle parking equipment at major activity centers within the Air District's jurisdiction;

- Secure, durable bicycle parking facilities to the public;
- Excellent value to the participating public agencies;
- Efficient and excellent customer service to all Participants and the District; and
- Efficient administration of the Program and reporting of all relevant data.

The **District's vision of the Program process** is as follows:

- All public agencies in the Bay Area would be eligible to participate;
- Public agencies that choose to participate in the Program will submit a complete application to the Air District and will subsequently receive a unique Promotional Code for equipment;
- Contractor(s) create a system that generates "Promotional Codes" that will be used to validate approved purchase requests and make fixed price equipment available to eligible customers;
- Participants that choose to follow through with a purchase will then place an order for equipment directly with the Contractor(s) and present the Promotional Code – assigned by the Air District - along with the order to receive the fixed price;
- Contractor will validate Participant's Promotional Code and order within three business days;
- Contractor(s) will "sell" approved equipment to the Participant and invoice the Air District on a monthly basis for equipment that has been delivered. Invoices sent to the Air District shall contain individual invoices for each sale including Participant contact information and quantities and price of all equipment;
- Contractor(s) shall also send a listing of all placed orders that are pending and have not been fulfilled along with the monthly invoice to the Air District;
- The Program will operate on a first come first serve basis; the Program is anticipated to be available through Friday, June 29, 2012, or until funds have been exhausted.

SECTION III – INSTRUCTIONS TO BIDDERS

A. General

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
2. All information should be complete, specific, and as concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our website for updates.
5. Proposals shall constitute firm offers. Once submitted, proposals cannot be altered without the written consent of the District, but proposals may be withdrawn.
6. The District reserves the right to reject any and all proposals. The District also

reserves the right to select portions of a proposal.

7. The total cost of the proposal for any given equipment category may not exceed six hundred thousand dollars, (\$600,000).
8. All **questions** must be in written form and directed to Tom Flannigan and arrive no later than **4 p.m., Monday August 22nd**. All questions will be answered in writing and posted on the BAAQMD RFP webpage **by Friday August 26th**.
9. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.

B. Submittal of Proposals

All proposals must be submitted according to the specifications set forth in Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – All proposals are due no later than **4:00 p.m., Tuesday, September 6, 2011**, and should be directed to:

Tom Flannigan, Administrative Analyst
tflannigan@baaqmd.gov
Bay Area Air Quality Management District
939 Ellis Street San Francisco, CA 94109
2. Proposals received after the time and date provided previously specified will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit two hard (2) copies and one (1) electronic copy (in Microsoft Office or Adobe format) of the proposal in a sealed envelope. Electronic submissions will be acknowledged with a return email. Plainly mark the upper, left-hand corner with the name and address of the bidder and the RFP number. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.
5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline; is not in the prescribed format; or is not signed by an individual not authorized to represent the vendor.
6. Disposition of the Proposals – All responses to this RFP become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, cannot be altered without prior written consent of the Air District. All proposals shall constitute firm offers valid for ninety (90) days from the due date.

C. Interviews

1. The Air District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals.
2. Submittal of new proposal material at an interview will not be permitted.
3. Interviews may involve a presentation or a question-and-answer format or any combination of these.

SECTION IV – SCOPE OF WORK

A. Objectives

The selected Contractor(s) shall perform the following functions:

- Provide customer service and sales assistance to potential participants;
- Create a system that generates “Promotional Codes” that will be used to validate approved purchase requests, accept the unique Promotional Codes, and make the fixed price available to eligible customers;
- Validate Participant’s Promotional Code and order within three business days;
- “Sell” approved equipment to the Participant and invoice the Air District on a monthly basis for equipment that has been delivered;
- Prepare a monthly invoice to the Air District that contains:
 - A Summary Invoice that includes the total amount being requested for reimbursement and completed sales for that period and year to date,
 - A copy of individual invoices for each sale completed including Participant contact information and quantities and price of equipment, and
 - A listing of all placed orders that are pending and have not been fulfilled;
- Operate the Program through June 29, 2012, or until they have been notified by the Air District that funds have been exhausted;
- May also be required to provide delivery services and or installation of equipment:

- Delivery shall be included for orders of equipment that include 25 or more units, and
- Installation may be requested at the option of the receiving/participating agency. If the participating agency requests installation, it will be paid for by the Participating Agency at the agreed to price between the Participating Agency and Contractor(s).
- Retain all program records for a period of at least 3 years.

The District shall perform the following functions:

- Promote the Program on its website, in a press release and by direct email to eligible agencies;
- Provide a Program liaison;
- Issue Promotional Codes to approved agencies;
- Confirm agency eligibility for Contractor(s);
- Respond to Contractor(s) questions;
- Monitor Contractor(s) performance; and
- Reimburse the Contractor(s) for eligible equipment costs incurred. In cases where the Air District's funding may not cover the full cost of equipment, Contractor shall invoice Participant for remaining costs.

The District will **not** reimburse for administrative or expenditures that are not pre-approved.

B. Work Statement

1. Program Implementation: The proposal must describe how the Contractor would implement the Program, including all interactions with Program Participants, as described below.
 - a) Time Frame: The Program is anticipated to begin operation on or around January 2, 2012, and run through June 29, 2012, or until funding is exhausted, whichever occurs first. The District may choose to extend the contract term at its sole discretion for up to one year. A timeline for the project is as follows:
 - **August 12, 2011:** RFP issued
 - **September 6, 2011:** Proposals due back to the Air District
 - **October 27, 2011 - TENTATIVE: Recommendations** for Contractor(s) selected brought to Air District Mobile Source Committee for review
 - **November 2, 2011 - TENTATIVE:** Air District Board of Directors approve award to Contractor(s)
 - **January 2, 2012 - TENTATIVE: Contract(s)** executed, Program opens and outreach to potential participant is initiated
 - b) Order Placement: Provide an on-line sales option, and toll-free phone number during business hours. Ensure that the number of orders fulfilled

does not exceed available funds in contract.

- c) Response to Potential Participants: Respond to public agencies' inquiries within two business days.
- d) Application: Create a sample application form, that will be used by participating public agencies that includes Agency name, mailing address, physical address, phone number, e-mail address; equipment order by make, model, description and price, Agency Promotional Code, date of application and a place for the Air District to sign off (approve) the request from the potential participant. Make this application available to potential Participants once the Program has opened.
- e) Approval: Wait for District staff to approve each purchase order before finalization of sale, and hold sales until each order is approved. Air District will provide Contractor(s) a listing of approved Promotional Codes along with Participant contact information, approved equipment and total funding available for each order.
- f) Sales: Once each order has been approved, complete the order as requested.
- g) Service: Provide potential participants and Program Participants information on the different equipment options, set forth in Section II (B), and on best practices for installation and maintenance of bicycle facilities.
- h) Delivery and Installation: Provide delivery at no cost for all orders of 25 units or more and an option and quote for installation (if this service is available). In the event that installation service is requested, associated costs will be paid for by the Participating Agency at the agreed to price between the Participating Agency and Contractor(s).
- i) Promotion: Use the District logo and credit the District in any promotions.
- j) Monthly Invoice Reports must include, at a minimum, the following information:
 - A Summary Invoice that summarizes the total amount being requested for reimbursement and sales completed (total number of units sold by equipment type, make and model) for that period and year to date,
 - All individual invoices for each sale including:
 - (1) Participant contact information contained in the Application form,
 - (2) Quantities for each type of equipment sold and unit price, and
 - (3) Total cost per piece of equipment, if applicable, Participant cost, and District cost by equipment model (if applicable, participant cost + district cost = total cost per piece of equipment).
 - A listing of all placed orders that are pending and have not been fulfilled along with the monthly invoice to the Air District,
 - Remaining funds, and
 - A description of any problems or concerns.

- k) Provide a Final Report within 90 days from the conclusion of the Program that includes, at a minimum, the following information:
- Total number of units by equipment type make and model sold, and
 - Total cost per piece of equipment, if applicable, Participant cost, and District cost by equipment model (if applicable, participant cost + district cost = total cost per piece of equipment).
2. Bicycle Parking Equipment Requirements and Information:
- a) Rack Requirements:
- Must have a galvanized, painted, or stainless steel finish,
 - Must be at least 18” wide and 32” tall,
 - Must have 2” square tubing with a wall thickness of at least 0.188 inches,
 - Must be a variation on standard inverted “U” rack—meter pole, square-U, circular loop, or swerve are some of the options,
 - Must accommodate two bicycles and support each bicycle frame in at least two places,
 - Must be U-lock compatible, and
 - Must have the option to be mounted in-ground or, when grouped, on a rail (flange).
- b) Rack Information: The proposal must provide the following information about each distinct rack type that the Vendor will offer through the Program:
- Rack Model Name,
 - Rack Heights and Widths Available,
 - Rack Finishes Available,
 - Rack Mounting Options Available,
 - Manufacturer’s Suggested Retail Price (list price for an individual rack and a rail mounted rack, if available),
 - Bulk Price for Program (list price for an individual rack and a rail mounted rack, if available),
 - Shipping and Handling Cost (list price for an individual rack and a rail mounted rack, if available),
 - Tax,
 - Total Cost,
 - Rack Warranty Duration and Description,
 - Any Available Third-party Reviews of Rack Security and Durability, and
 - Demonstration that sufficient stock is available for the Program.

- c) Mechanical and Electronic Locker Requirements:
- Must be made of metal, fiberglass or a combination of the two,
 - Must fully enclose the bike,
 - Must anchor securely to the ground,
 - Must have a solid roof,
 - Must require a mechanical key or Smart card for access—no user-provided passwords, and
 - For Electronic Lockers only, compatible with all Bay Area lockers—BART, Golden Gate Transit and Clipper. **Note this is a preferred feature but is not required.**
- d) Mechanical and Electronic Locker Information: The proposal must provide the following information about each distinct locker type that the Vendor will offer through the Program:
- Locker Model Name,
 - Locker Dimensions Available,
 - Material(s) Used for Walls and Top,
 - Locker Mounting Options Available,
 - Manufacturer's Suggested Retail Price,
 - Bulk Price for Program,
 - Shipping and Handling Cost,
 - Tax,
 - Total Cost,
 - Locker Warranty Duration and Description,
 - Any Available Third-party Reviews of Locker Security and Durability,
 - Demonstration that sufficient stock is available for the Program.
- e) Mechanical to Electronic Locker Retrofit Requirements:
- Same as Requirements for Mechanical and Electric Lockers (see Section C. above.)
- f) Mechanical to Electronic Locker Retrofit Information: The proposal must provide the same information for each distinct retrofit option that the Vendor will offer through the Program as is listed in Information for Mechanical and Electric Lockers (see Section D. above.)
3. Vendor Information
- a) If the Vendor is a manufacturer, then it must demonstrate that it meets the following requirements:
- Manufacturer has had a valid business license for a minimum of the last two years, and

- Aftermarket Service: A statement that the manufacturer shall provide aftermarket service to customers against defects in materials or workmanship as defined by the Terms and Conditions listed in the product warranty.
- b) If the Vendor is a merchant, then it must have had a valid business license issued in California for a minimum of the last two years.

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal

- a) Cover Letter – Must include the name, address, and telephone number of the vendor, and must be signed by the person(s) authorized to represent the vendor.
- b) Table of Contents – Clearly identify material contained in the proposal by section.
- c) Vendor Contact Information (Section I) – Provide the following information:
 - Address and telephone number of main office, and the address and phone number of any other participating Bay Area locations,
 - Name of vendor's representative designated as the contact, and
 - Name of project manager, if different from the individual designated as the contact.
- d) Summary (Section II) – State overall approach to achieving the stated goals of the Program, including the objectives and scope of work.
- e) Company Organization (Section III) – Provide a statement of your firm's background and related experience.
- f) Project Organization (Section IV) – Describe the proposed management structure, program monitoring procedures, and a listing of all key personnel assigned to the project by position, name and location.
- g) Subcontractors (Section V) – List any subcontractors that will be used and the work to be performed by them.
- h) Work Statement (Section VI) – Include all information addressing the requirements in the order listed in Section IV (B) of this RFP.
- i) Sample Application Form (Section VII) – Provide a sample form that will be used by participating public agencies that includes Agency name, mailing address, physical address, phone number, e-mail address; equipment order by make, model, description and price, Agency Promotional Code, date of application and a place for the Air District to sign off (approve) the request from the potential participant.
- j) Retention of Working Papers (Section VIII) – All working papers are the

property of the Air District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.

- k) Conflict of Interest (Section IX) – Address possible conflicts of interest with other clients affected by contractors' actions performed by the firm on behalf of the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
- l) Exceptions (Section X) – In the event that bidder cannot provide all of the required goods and/or services, propose an alternative approach to provide equivalent or better than the specifications laid out in the RFP, and provide a detailed explanation as to why the alternative is better.
- m) Additional Data (Section XI) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc.).
- n) References (Section XII) Provide references of public agencies that have purchased equipment from vendor within the previous 12 months including contact name, title, and telephone number for all references listed.

2. Cost Proposal

- a) Name and Address – The Cost Proposal must have the name and complete address of the bidder in the upper, left hand corner.
- b) Cost Proposal – Use the **Cost Proposal Summary Template (CPST)** provided for all categories and types of equipment indicating the price by quantity during this contract. Price should be broken down by amounts, starting at 1-24 units and continuing up through 3,500 units, noting any price breaks along the way.

In addition, for each line listed in the form (template), also include a quote that provides detailed information about the equipment being proposed.

- c) The Cost Proposal does not need to be a separate, sealed document.

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the Vendor(s) to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors must approve the contract to carry out the work described in this RFP. An example of a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated on the following criteria:

Responsiveness of the proposal, based upon a clear understanding of the work to be performed. Technical expertise of the vendor and vendor's ability to complete the work in a professional and timely manner, including past experience working on projects of similar scope.	40%
Cost	40%
Quality and applicability of the equipment options submitted as part of the proposal.	10%
References of the firm, local business/Green Business*	10%

- * The District gives preferences to local businesses and those that are certified as green businesses by a government agency or independent private rating organization.

The Air District reserves the right to reject any and all proposals submitted and/or request additional information.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the District's website at <http://www.baaqmd.gov/Divisions/Administration/RFP-RFQ/Sample-Documents.aspx>