



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Request for Proposals for Bicycle Rack Voucher Project

**RFP Pre-Bidders Conference
March 6, 2014**



- **Introduction**
- **Purpose of Request for Proposals (RFP)**
- **RFP for Bicycle Rack Voucher Project (BRVP):**
 - **Proposal Contents**
 - **Project Goals & Scope of Work**
 - **Project Timeline & Next Steps**
 - **Format of Responses**
 - **Evaluation & Scoring Criteria**
- **Questions & Answers**

Bay Area Air Quality Management District (BAAQMD)



- Population – 7.2 million
- 9 Counties/5,340 square miles
- ~ 5 million on-road vehicles
- **BAAQMD Mission:**
To protect and improve public health, air quality, and the global climate



RFP Purpose



Seeking vendor(s) to provide a fixed, competitive price for qualifying bicycle racks that will be purchased by public agencies in the nine-county Bay Area through the Bicycle Rack Voucher Project (BRVP).

BRVP Background



BRVP Year 1:

- Program launched November 2013 with 3 participating vendors (Nov. 2013 –June 2014)
- To date, 18 public agencies have accessed vouchers to purchase equipment totaling \$95,000.

BRVP Year 2:

- Program scheduled to launch by July 1st
- Currently, approx. \$500,000 is available for BRVP; amount can be increased or decreased depending on demand

RFP Contents



- **SECTION I – SUMMARY**
- **SECTION II – BACKGROUND**
- **SECTION III – INSTRUCTIONS TO BIDDERS**
- **SECTION IV – SCOPE OF WORK**
- **SECTION V – PROPOSAL FORMAT AND CONTENTS**
- **SECTION VI – PROPOSAL EVALUATION**
- **SECTION VII – SAMPLE CONTRACT**
- **COST PROPOSAL SUMMARY TEMPLATE**

Project Goals



- Provide Bay Area public agencies access to low (bulk rate) pricing on bicycle equipment
- Expand the public's access to secure, high-quality bicycle parking facilities
- Ensure efficient and excellent customer service to all participating agencies and the Air District
- Streamline administration of the program and reporting of all relevant data



Scope of Work (2 Parts) –

- A. **Objectives** – listing of the functions to be performed by selected contractors
- B. **Work Statement** – proposal must describe how the contractor would implement the project including interactions with participants

Format of Responses



1) Technical Proposal

• Cover letter	• Subcontractors
• Table of Contents	• Work Statement
• Vendor Contact Info	• Retention
• Summary	• Conflict of Interest
• Company Organization	• Exceptions
• Project Organization	• Additional Data

2) Cost Proposal Summary Template

Evaluation and Scoring Criteria



Proposal: *1) Responsiveness of the proposal*, based upon a clear understanding of the work to be performed; *2) 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; and *3) Quality and applicability of the equipment options* submitted as part of the proposal.

30%

Cost: Guaranteed lowest overall cost for each equipment type regardless of quantity purchased.

60%

References of the firm, local business/Green Business

10%

Total 100%

RFP Timeline and Next Steps



2/20/14 Air District Issues RFP

Thursday, 3/13/14, 4:00 PM Final Date to Submit Questions

Monday, 3/24/14, 4:00 PM Proposals Due

June 2014 - Tentative Air District Board of Directors approve award to contractors

June/July 2014 - Tentative Execute contracts

July 2014 Year 2 Program opens on a first-come, first-served basis through June 30, 2015, or until funds have been exhausted



Questions?

Tina Landis, Administrative Analyst
Administration Division, BAAQMD
tlandis@baaqmd.gov