



Washington State Joint Transportation Committee

Analyzing Electrification of Public Vehicle Fleets in Washington State Responses to RFP questions

September 5, 2019

Questions

Question 1: We are registered to do business in the State of Washington and have a significant presence in the State. We anticipate that this project would benefit from both local and national expertise. Is there any requirements or limitations regarding the percentage of work completed by in-state versus out-of-state staff?

Response: No

Question 2: The RFP indicates that the successful consultant shall “coordinate and facilitate the staff workgroup meeting...” How many such meetings are to be expected?

Response: It is up to each bidding Consultant to propose how best to utilize the Staff Workgroup. That said, we anticipate approximately six Staff Workgroup meetings throughout the study. Additional contact with the Workgroup could be done through emails or conference calls.

Question 3: The RFP indicates that the report be suitable for publication both in hardcopy and in digital format (PDF). Is Section 508 compliance required for digital publication?

Response: No

Question 4: Are fleets such as those operated by county and city law enforcement officers to be considered as part of the definition of government fleets included in this project?

Response: Yes.

Question 5: Other than transit vehicles, are commercial vehicles, such as county maintenance trucks or snowplows to be considered as part of the public fleets for this project or is this project restricted to passenger, light-duty, or medium duty vehicles?

Response: The study is not restricted to passenger, light-duty, or medium duty vehicles and includes vehicles such as county maintenance trucks or snowplows. In short, motorized vehicles in public fleets that travel primarily on public roads, streets or highways are to be included in this study. For the purposes of this study public fleets are those maintained by the State of Washington, counties, cities and public transit agencies.

Question 6: There are two items labeled as Task 6 in the RFP. Should we assume that “Coordinate with Staff Working Group” should be Task 7, and all tasks thereafter should shift up by one?

Response: Yes

Question 7: Please advise as to whether meetings between the consultant and the Staff Workgroup meetings can include web conference calls in addition to in-person meetings.

Response: Yes, in person meetings are generally preferable but web conference calls are also acceptable.

Question 8: The budget proviso sets aside \$450,000 for the study, but the maximum project budget in Section X. is \$435,000. Is the additional \$15,000 allocated for other study costs? If so, we want to be sure to exclude these from our cost estimates.

Response: The budget in your proposal should not exceed \$435,000.

Question 9: The proposal format asks for “three references with whom your firm and the proposed Consultant Project Manager has done similar work.” Is it required that all three references have worked with the proposed Consultant Project Manager or can some references have worked with other members of the project team?

Response: It is acceptable to include references who have worked with other members of the project team.

Question 10: Will the JTC help connect the consultant with appropriate contacts at the various agencies to facilitate data collection?

Response: Yes, the JTC and members of the Staff Workgroup can assist in providing agency contacts.

Question 11: Does the JTC have a preferred format for the inventory database?

Response: Microsoft Excel is the preferred format, but other formats would be considered.

Question 12: Should the fleet inventory include all vehicle classes? Should some vehicle classes be excluded? Should the inventory include only light duty vehicles?

Response: The inventory should not be restricted to light-duty vehicles. In short, motorized vehicles in public fleets that travel primarily on public roads, streets or highways are to be included in the inventory. For the purposes of this study public fleets are those maintained by the State of Washington, counties, cities and public transit agencies.

Question 13: Are any other 'local' governments intended to be included for study, such as port districts or authorities, water-sewer districts, fire districts, public utility districts, school districts, community college districts, hospital districts, or transportation districts?

Response: No, except for public community and technical colleges which are part of the State of Washington. <https://www.sbctc.edu/our-colleges/explore-colleges/default.aspx>

Question 14: Are tribal governments intended to be included for the study?

Response: No

Question 15: Would you please provide an alternate address, without a P.O. Box, where we can ship our submission to? Unfortunately, FedEx and UPS do not deliver P.O. Boxes.

Response: Joint Transportation Committee, 606 Columbia Street NW, Suite 105, Olympia, WA 98501

Question 16: Task 1 sets a minimum of the number of cities for each population category that should be included in the sample. Does the JTC expect the inventory to include all 39 counties and 32 public transit agencies?

Response: Yes

Question 17: The RFP does not establish a frequency of the Consultant's meetings with the Staff Workgroup. Is there a desire for a certain frequency of meetings (e.g. monthly), or is this up to the Consultant, Staff Workgroup, and the JTC contact to determine?

Response: It is up to each bidding Consultant to propose how best to utilize the Staff Workgroup. That said, we anticipate approximately six Staff Workgroup meetings throughout the study. Additional contact with the Workgroup could be done through emails or conference calls.

Question 18: Does the JTC have an approximate target length for the final report?

Response: No

Question 19: Is there a page limit for the Management Approach?

Response: No

Question 20: There are two Task 6s in the Scope of Work. Should we renumber the tasks 1-9?

Response: Yes

Question 21: Is there a minimum requirement for margin size?

Response: No

Question 22: Are appendices permitted for items such as resumes, work samples, and detailed project schedule?

Response: Yes

Question 23: For Task 3, what constitutes "substantial conversion" of existing vehicles in the fleet to electric?

Response: This term is not defined in the budget proviso for this study. The consultant will need to propose a definition or work with the JTC and the Staff Workgroup to define "substantial conversion."

Question 24: For the review in Task 2 and the projected conversion in Task 3, is the Consultant considering all fleet vehicles for transit agencies? For example, transit fleets frequently contain service vehicles (e.g. snow plows). Will the Consultant be evaluating whether these service vehicles are suitable for conversion, as well as transit vehicles, such as buses?

Response: Yes

Question 25: Can the electronic copy of the proposal and two samples of previous work be loaded on the same flash drive?

Response: Yes

Question 26: On page 11, the RFP requests three references with whom the proposing firm and the proposed Consultant Project Manager has done similar work. Does the proposed Project Manager need to be involved in all three projects?

Response: It is acceptable to include references who have worked with other members of the project team.

Question 27: Please define what the selection criteria will be for the RFP: (i.e. Lowest cost, best value...)

Response: See section XII of the RFP.

Question 28: What scoring criteria will be used during evaluation of the proposal?

Response: See section XII of the RFP.

Question 29: Is there an incumbent for this proposal?

Response: No

Question 30: Were any subcontractors engaged to produce the RFP? If so, please identify.

Response: No subcontractors were engaged to produce the RFP?

Question 31: Was there any work performed by a subcontractor prior to this proposal to prepare for this proposal? If so, please identify the subcontractor.

Response: No, there was no work done by a subcontractor prior to the release of the RFP for this study.

Question 32: Was there any work performed by a subcontractor prior to this proposal to prepare for this proposal? If so, please identify/provide any papers, presentations, or publications generated from this work.

Response: No, there was no work done by a subcontractor prior to the release of the RFP for this study.

Question 33: Was there any work performed prior to this proposal that can be made available for use in planning work activities? If so, please provide any papers, presentations, or publications generated from this work.

Response: See Section IX of the RFP. None of the Helpful Resources provided in the RFP are directly associated with this study but may be helpful in preparing a proposal.

Question 34: Please define the stakeholders as identified by the JTC for this work.

Response: The primary audience for this work is the Executive Committee of the JTC, other legislators and legislative staff. Stakeholders include members of the Staff Workgroup and other parties interested in the electrification of public vehicle fleets in Washington State.

Question 35: Is the study interested in incorporation of utilization of heavy-duty and medium-duty electric vehicles such as electric busses and other commercial vehicles?

Response: Yes

Question 36: How many times do you anticipate that the consultant will need to meet in person with the staff work group?

Response: It is up to each bidding Consultant to propose how best to utilize the Staff Workgroup. That said, we anticipate approximately six Staff Workgroup meetings throughout the study. Additional contact with the Workgroup could be done through emails or conference calls.

Question 37: Do you anticipate the final report should be presented in person?

Response: As described in Task 8 (incorrectly labelled as Task 7 in the RFP) the consultant will present the Draft Final Report in person at the September 2020 JTC meeting. No additional presentation will be necessary for the Final Report.

Question 38: Do you have contact information for vehicle fleet POC's within state agencies that will need to be contacted by the consultant or will we need to find this contact information ourselves? Do you have contact information for vehicle fleet POC's within county fleets that will need to be contacted by the consultant or will we need to find this contact information ourselves? Do you have contact information for vehicle fleet POC's within city fleets that will need to be contacted by the consultant or will we need to find this contact information ourselves?

Response: The JTC and members of the Staff Workgroup can assist the Consultant in finding appropriate contact information.

Question 39: The intent of this paragraph is unclear. "Describe the financial constraints of each type of government entity". Please provide more detail or an example that could help us understand what you mean by "government entity" in this context.

Response: The government entity types are the State of Washington, counties, cities and public transit agencies.

Question 40: Do you currently have an inventory of the existing State privately accessible charging network or do we need to identify that as part of this scope of work?

Response: The JTC does not have an inventory of the existing State privately accessible charging network. Bidding consultants should propose how they would find or develop this information.

Question 41: Are there any resources state-wide that describe levels of air pollution?

Response: In Washington State the Department of Ecology and Regional Clean Air Agencies monitor and manage air quality.

Question 42: Please provide recommended frequency of meetings with Staff Workgroup. Will these meetings be conducted on site or remotely?

Response: It is up to each bidding Consultant to propose how best to utilize the Staff Workgroup. That said, we anticipate approximately six Staff Workgroup meetings throughout the study. Additional contact with the Workgroup could be done through emails or conference calls.

Question 43: Should our proposal include a presentation to the House and Senate Transportation Committees during the '20-'21 Legislative Session to review the final findings of the report?

Response: The contract for this study will not extend into 2021. No presentations are expected beyond what is described in Task 8 (incorrectly labelled as Task 7 in the RFP)

Question 44: Are samples of similar work required for all project partners or just the primary? Are references required for all project partners or just the primary?

Response: Samples of work and references should reflect the work of the primary consultant.