



## **CALSTART Small Hybrid Bus Working Group**

### **Request for Proposal (RFP)**

Proposal for small (25-27 foot) hybrid bus

**Dated: August 5, 2008**

**Queries to:** Lead Procurement Agency for Small Hybrid Bus Working Group  
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## MoDOT/Small Hybrid Bus Working Group RFP

### Background

This Request for Proposal (RFP) is a product of the Hybrid Truck Users Forum (HTUF) and the Small Hybrid Bus Working Group of HTUF (hereinafter referred to as the Working Group). HTUF is a joint project of CALSTART and the Federal Transit Administration to speed the commercialization of small hybrid buses used in either circulator or paratransit/demand-response applications.

For the past year, the Working Group has identified common chassis, drivelines, duty cycle information, and small bus characteristics, which although specific to this Working Group desires, also have nationwide replication. This group of 25 public and private small bus fleet operators has jointly selected the platform sizes best suited for a small hybrid bus, developed common vehicle performance specifications and prioritized their key performance parameters.

The result of this effort is a desire by the entire Working Group to speed the introduction of small hybrid buses in circulator and paratransit/demand response applications. The next step in this effort is to request proposals, select, purchase and deploy a pre-production volume of small hybrid buses for assessment.

The intention of the group is to assess the performance of these buses in typical fleet service. If the vehicles meet the performance requirements agreed to, and if reductions in future hybrid system costs show that a business case can be made on total cost of ownership, it is the intention of the small bus fleets involved to begin purchasing hybrid buses as part of their standard replacement cycle.

This first order of small hybrid buses, based on this RFP, involves a geographically diverse group of 9 fleets within the Small Hybrid Bus Working Group. Fleets involved in this RFP purchase include:

Missouri Department of Transportation, on behalf of OATS & SMTS  
TriMet Transportation District, Portland, Oregon  
City of White Plains, White Plains, New York  
Utah Transit Authority, Salt Lake City, Utah  
Marin County Transit, San Rafael, California  
Tahoe Transportation District, Stateline, Nevada  
City of Aspen, Aspen, Colorado  
Harvard University, Boston, Massachusetts  
Sacramento Regional Transit, Sacramento, California

The Working Group, working through Missouri Department of Transportation (MoDOT) as the lead procurement agency, intends to order sixteen (16) with an option to purchase up to twenty-three (23) pre-production buses with each fleet ordering between one (1) and three (3) buses for operation and assessment, contingent upon an acceptable RFP response and successful completion of third party bus testing. The final production for the bus bodies – particularly as it relates to seating number and configuration, paint scheme - will be communicated by purchase order as determined by the individual fleets working in conjunction the winning supplier team and will not involve MoDOT,

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CALSTART, the organization, or HTUF in the decision-making. See Section 4.5 – Customization within Range for details.

Note: Herein after in the RFP, the “Small Hybrid Bus Working Group” will be Missouri Department of Transportation (MoDOT) as the lead procurement agency for the RFP.

### 1.0 Solicitation Scope and Schedule

**1.1 Scope** The Missouri Department of Transportation (MoDOT), as the lead procurement agency for the CALSTART Small Hybrid Bus Working Group, requests proposal for the manufacture and delivery of small hybrid buses (25-27 feet) in accordance with the terms and conditions set forth below. The contract shall be a firm-fixed price contract.

#### 1.2 Solicitation Schedule

The following is the solicitation schedule for Offerors:

**Pre-proposal Teleconference** September 9, 2008, 1 PM central (11 AM pacific, 2 PM eastern). 800-726-0808

**Offeror Communications and Requests** Due at least **30** days before proposal due date

**Proposal Due Date** October 9, 2008 at 2:00 PM Central

### 2.0 Pre-Proposal Teleconference and Addenda

**2.1 Pre-Proposal Teleconference** A pre-proposal teleconference will be held by the MoDOT on September 9, 2008 at 1:00 PM. 800-726-0808

Prospective Offerors are requested to submit written questions (e-mail or hard copy) to Warren Blanchard, the Procurement Officer at MoDOT, at the mailing address, the e-mail address, or fax indicated on the proposal cover in advance of the pre-proposal teleconference. Prospective Offerors are reminded that any changes to the RFP will be written addenda only and nothing stated at the pre-proposal teleconference shall change or qualify in any way any of the provisions in the RFP and shall not be binding on the MoDOT.

**2.2 Offeror Communications and Requests** All correspondence, communication and/or contact in regard to any aspect of this solicitation or offers shall be with the MoDOT Procurement Officer above. Offerors and their representatives shall not make any contact with or communicate with any members of the Small Hybrid Bus Working Group or with the MoDOT other than the MoDOT Procurement Officer in regard to any aspect of this solicitation or offers.

At any time during this procurement up to the time specified in “Solicitation Schedule” (Section 1.2). Offerors may request, in writing, a clarification or interpretation of any

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aspect, or a change to any requirement of the RFP or any addenda to the RFP. Such written requests shall be made to MoDOT Procurement Officer and may be transmitted by mail, e-mail or fax. The Offeror making the request shall be responsible for its proper delivery to the MoDOT Procurement Officer on the form provided in "Form for Proposal Deviation" (Section 8). The MoDOT Procurement Officer will not respond to oral requests except those made at the pre-proposal teleconference, which shall be tentative responses. Any oral response at a pre-proposal teleconference is not confirmed by an addendum shall not be official or binding on the MoDOT. Any request for a change to any requirement of the contract documents must be fully supported with technical data, test results, or other pertinent information evidencing that the exception will result in a condition equal to or better than that required by the RFP, without substantial increase in cost or time requirements. Any responses to such written requests shall be provided by the MoDOT in the form of addenda only. Only written responses provided as addenda shall be official and all other forms of communication with the MoDOT or Working Group members shall not be binding on the MoDOT or the Working Group.

If it should appear to a prospective Offeror that the performance of the work under the contract, or any of the matters relating thereto, is not sufficiently described or explained in the RFP or contract documents, or that any conflict or discrepancy exists between different parts thereof or with any federal, state or local law, ordinance, rule, regulation, or other standard or requirement, then the Offeror shall submit a written request for clarification to the MoDOT via the MoDOT Procurement Officer within the time period specified above.

**2.3 Addenda to RFP** The MoDOT reserves the right to amend the RFP at any time. Any amendments to or interpretations of the RFP shall be described in written addenda. The MoDOT shall provide copies of Addenda to all prospective Offerors officially known to have received the RFP. Prospective Offerors, or their agents, shall be responsible to collect the addendum at the address provided in the RFP cover above or receive same otherwise. Notification of or the addendum will also be mailed or delivered to all such prospective Offerors officially known to have received the RFP and to the address provided by each prospective Offeror. Failure of any prospective Offeror to receive the notification or addendum shall not relieve the Offeror from any obligation under its proposal as submitted or under the RFP, as clarified, interpreted or modified. All addenda issued shall become part of the RFP. Prospective Offerors shall acknowledge the receipt of each individual addendum all prior addenda in their proposals. Failure to acknowledge in their proposals receipt of addenda may at the MoDOT's sole option disqualify the proposal.

If the MoDOT determines that the addenda may require significant changes in the preparation or proposals, the deadline for submitting the proposals may be postponed by the number of days that the MoDOT determines will allow Offerors sufficient time to revise their proposals. Any new Due Date shall be included in the addenda

**2.4 Conditions, Exceptions, Reservations or Understandings** Proposals stating conditions, exceptions, reservations or understands (hereinafter "deviations") relating to the RFP may be rejected. Offerors may submit an alternate proposal that states deviations so long as a basic proposal not containing deviations is submitted. Offerors may propose alternates either within one overall proposal or by submitting more than one proposal. Any alternate proposal shall include a price proposal in accordance with "Price Proposal Requirements." (Section 5.3)

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Any and all deviations must be explicitly, fully and separately stated in the proposal by completing form(s) provided in “Form for Proposal Deviation” (Section 8), setting forth at a minimum the specific reasons for each deviation so that it can be fully considered and, if appropriate, evaluated by the MoDOT. All deviations not found by the MoDOT to be unacceptable shall be evaluated in accordance with the appropriate evaluation criteria and procedures, and may result in the Offeror receiving a less favorable evaluation than without the deviation.

### 3.0 Overview

**3.1 Supplier Team** To provide a comprehensive proposal, the Supplier Team should ideally include a bus or truck chassis and body manufacturer(s) and a hybrid driveline supplier, or be an integrated hybrid vehicle manufacturer. The bus/truck chassis manufacturer should be responsible for the integration of the hybrid driveline and systems into the bus/truck chassis. A hybrid driveline supplier providing this work on its own in the absence of a bus/truck chassis manufacturer will not be rejected; however, the proposal might not be as acceptable to the MoDOT.

The Supplier Team proposal will also ideally include bus/truck chassis manufacturer(s) body manufacturer, and driveline suppliers who have a strong knowledge of the bus market, particularly the small, non-transit bus market. Some of this knowledge can be provided through team members, or through the final bus body upfitters (the companies that provide body elements).

**3.2 Contract Award.** It is the goal of this RFP to select a single Supplier Team for all the hybrid buses produced in response to this RFP. The rationale is the intent to significantly increase knowledge and move toward higher production volumes and away from prototype activities. However, the MoDOT also reserves the right to award more than one contract – a contract for hydraulic hybrid and one for hybrid electric - if more than one proposal is deemed superior or, alternately, no contract if no proposal is deemed satisfactory.

### 4.0 Small Hybrid Bus Requirements

**4.1 Overall Number of Buses/Type.** The MoDOT requests a proposal from a bus original equipment manufacturer (OEM), bus body manufacturer and hybrid system supplier team (hereinafter referred to as the “Supplier Team” to produce and deliver: a minimum of sixteen (16) with an option to purchase up to twenty-three (23) hybrid buses 25- 27 feet in length up to 19,500 lb GVWR with integrated drivelines.

These are understood to be at least pre-production chassis/drivelines. *By “pre-production”, we mean production-intent design, although not necessarily manufactured using production manufacturing or assembly processes.* They are not prototypes and will be placed into regular fleet service for assessment, validation and testing. They will be expected to perform as well or better than the conventional small bus they are replacing. However, it is also recognized that these hybrid drivelines are still more

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expensive than traditional bus engine/transmission drivelines. With that understood, a winning proposal will show a strong case for future driveline price reductions.

**4.2 Integrated Chassis/Driveline/Basic Body System Focus.** The RFP itself is specifically focused on obtaining buses with integrated hybrid chassis/drivelines/basic bus body system from the selected Supplier Team(s). Once produced, the integrated chassis/driveline/basic body system will be subject to the particular fleet’s customization within range as outlined in Section 4.5.

The Supplier Team(s) with the winning proposal will be required to work cooperatively with the body manufacturer and/or bus body upfitter(s) to ensure the bus systems correctly function with the body, as is the custom in the industry. Note that the major body manufacturers in the bus industry have also been made aware of this RFP.

### 4.3 Hybrid Bus Chassis Specifications

The following specifications should be viewed as “highly desired” specifications for the base bus. Where deviations must be made from the specifications, the Supplier Team should identify which specifications cannot be met and why. Additionally, options for meeting the specifications, if possible, should be provided. Optional features (non-standard for the base bus) are indicated with an “X” in the right column. Prices for these options are requested in the Bus Options Price Form in Section 8.0

Characteristic	Specification Desired	Comments	Optional Feature
<b>General</b>			
GVW	Up to 19,500 (Class 5-6)		
Chassis type	7 year/200,000 mi service life	7-10 years	
<b>Dimensions</b>			
Length	25-27 feet		
Height	Within base vehicle dimensions		
Width	Within base vehicle dimensions		
Wheelbase	Within base vehicle dimensions		
Ground clearance	No reduction in ground clearance due to hybrid drive system components		
<b>Performance</b>			
<b>From KPP- duty cycle surveys</b>			
Max speed	70 mph		
Gradeability	≥ 5% @ 40 mph @GVW	peak load requirement	

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Acceleration	≥ base vehicle		
<b>Characteristic</b>	<b>Specification Desired</b>	<b>Comments</b>	<b>Optional Feature</b>
Vehicle range (miles)	200 min. 300 preferred		
Continuous service	13 hrs		
<b>Transmission</b>			
Type	If transmission is part of the hybrid bus, it is to be an automatic		
<b>Engine</b>			
Fuel Type	Engine/power plant - diesel or gasoline options. However, the predominant option, probably gasoline, will be used as the proposed baseline with the diesel option offered for an expected up-charge, as with conventional shuttle bus platforms. Must meet current (2007) engine emission standards – state, local as well as federal without averaging. Bidders to give price on each so group will see cost differential. <b>Hybrid engine must pass EPA, CARB emissions certification.</b> Note: no EPA certification process now	Diesel option offered for an expected up-charge	
Size (liters)	Spec to be based on performance standards		
Fuel Options	Gasoline engine must be E-85 compliant; diesel engine should allow for use of B20; bidders must supply cost information on various fuels – natural gas, diesel gasoline, plug-in option – final fuel choice by individual fleet, not MoDOT		

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Characteristic	Specification Desired	Comments	Optional Feature
<b>Brakes</b>			
<b>Axles (GAWR)</b>			
Turning radius	≤ base vehicle		
Approach angles to curb	≥ base vehicle		
Front	Turning radius ≤ base vehicle		
<b>Flooring</b>			
Under floor Thickness	0.75"		
Type	Marine grade plywood; pressure treated; undercoated		
Covering	Non-skid aggregate; full length of wheelchair track		
	Ribbed rubber		<b>X</b>
<b>Driver Seating</b>			
Driver Seat	cloth; adjustable seat; not factory standard; electric/not air ride		
<b>Passenger Seating*</b>			
Overall passenger seating capacity	No reduction in passenger capacity due to hybrid drive system	16-18	
Ambulatory seating capacity	12-16		
W/C positions	Minimum 2 positions		
Ambulatory seating with W/C	12-18		
Seat position; type; material	Forward facing; flip seat, all vinyl		
Seat position; type; material	Forward facing; flip seat; <b>all cloth</b>		<b>X</b>
Seats at wheelchair securement areas	Flip seats		
Seat Belts	rear retracting seat		
	Two seat belt extenders per vehicle		<b>X</b>
Folding armrests			<b>X</b>
Hand hold on top of Seats			<b>X</b>

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<b>Characteristic</b>	<b>Specification Desired</b>	<b>Comments</b>	<b>Optional Feature</b>
<b>Passenger Seating* (cont)</b>			
Integrated child safety seats			<b>X</b>
Child Safety seat latching system anchors on selected passenger seats (FMVSS 225)			<b>X</b>
* Seating configuration is an option to be determined by the individual purchaser with the supplier team			
<b>Windows</b>			
Side Windows	Glass		
Side Windows	fixed bottom with sliding at top		
Tinting	25% of tint desired		
<b>Doors</b>			
Emergency exit provision - rear door exit; roof hatch; minimum 2 emergency exit windows each side			
Curbside window forward of passenger door – gives operator view of curb and sidewalk			<b>X</b>
Rear Emergency door	plus warning light and buzzer; light above the door		
Entrance door	electric with overhead access panel door		
	dual swing-out		
	Grab rails on entrance door		<b>X</b>
Locking System	key lock for driver door		
	lock for lift door		<b>X</b>
	key front door opener		<b>X</b>
<b>Wheelchair Lift</b>			
ADA requirements	Would like to exceed requirements		
Lift Platform size	48" x 30" (ADA minimum)		
Lift Platform size	32" x 51"		<b>X</b>
Lift Platform size	34" x 55"		<b>X</b>
Lifting capacity measured pounds	600 lbs		

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<b>Characteristic</b>	<b>Specification Desired</b>	<b>Comments</b>	<b>Optional Feature</b>
<b>Wheelchair Lift</b>			
Lifting capacity measured pounds	800 lbs		<b>X</b>
Type of wheelchair securement to "tie down" wheelchairs	Q-Straint QRT Max or functional equivalent with storage for tiedowns		
<b>Vents</b>			
Roof Vents	1 center rear		
<b>Exterior Lighting</b>			
Deceleration lights-LED	LED		
Other special lighting - exterior lights LED	LED		
<b>Interior Lighting</b>			
Side Lighting	LED; interior light intensity must be able to be dimmed from driver area		
Other lights	lights in the stepwell; all interior lights LED		
<b>Destination Signs</b>			
Head/Front	digital		
Side/Curbside Signs	digital		
Rear (route number)			<b>X</b>
<b>Mirrors</b>			
Drivers Left Side (street)	Heated combo mirror, remote motorized adjustment		
Drivers Left Side (street)	Mirror heated		<b>X</b>
Drivers right side (curb)			
High outside back cross-view (blind spot) mirror			
High outside front cross-view (blind spot) mirror			
Interior mirrors to view passenger compartment, stepwell			
Other Mirrors	convex 7" x 10" mirror on rear door		<b>X</b>
<b>Storage compartment</b>			
Drivers storage			
Emergency equipment			
<b>Radio, ITS and related equipment</b>			
AM/FM in-dash radio with speakers			<b>X</b>
radio box cabinet for radio components			<b>X</b>

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<b>Characteristic</b>	<b>Specification Desired</b>	<b>Comments</b>	<b>Optional Feature</b>
<b>Radio, ITS and related equipment</b>			
radio display mounting plate			<b>X</b>
PA system with plug in mic			<b>X</b>
<b>Electrical</b>			
Higher capacity alternator - 200 amp 12V DC accessory power			
Dual 12v DC accessory batteries			
12 volt signal via wire to radio box compartment under one of following conditions: a. 5 seconds after the engine is running b. when engine rpm reaches min. of 300 rpm or c. 5 seconds after the alternator is charging			<b>X</b>
Wheels – steel	Steel		
	Aluminum		<b>X</b>
Running Board	Drivers side; non-skid		
	Drivers side; diamond plate		<b>X</b>
<b>Emergency Equipment</b>			
Fire extinguisher			
First aid kit			
Reflective triangles for breakdowns			
Spare electrical fuses			
Emergency seat belt cutter			
Blood borne pathogen kit			
<b>Exterior Livery</b>			
Vehicle color and graphics - standard white			
Individual agency paint schemes			<b>X</b>
"Wrap" to look like a vintage trolley bus			<b>X</b>
<b>Heating/Air Conditioning</b>			
Air Conditioning	yes - range of operations - 8 - 14 hours/day; 6-9 months/year; -20 to 105 degrees temperature		
Overhead free blow AC			<b>X</b>

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<b>Characteristic</b>	<b>Specification Desired</b>	<b>Comments</b>	<b>Optional Feature</b>
<b>Heating/Air Conditioning (cont)</b>			
Floor mounted under seat interior heater			<b>X</b>
WEBASTO auxiliary heater or functional equivalent			<b>X</b>
Rooftop AC Condenser			<b>X</b>
<b>Accessories</b>			
Parts books; wiring book/diagram; training manual; training course			
Grab rails/stanchions and Placement	front stepwell, driver area, path to seating area		
Driver Barrier/Modesty Panel and Placement	by front stepwell; in line with driver panel; behind driver; tinted o.k. plus wheelchair area		
Installation of agency provided wiring looms to accommodate communication and AVL systems			
Drive Shaft Guards			
Provisions for ads -11" car-card frames			<b>X</b>
Interior passenger buzzer; pull cord down both side of vehicle			<b>X</b>
Overhead brushed aluminum storage/luggage racks			<b>X</b>
Fare box vault - locking with 2 sets of keys			<b>X</b>
Mor/ryde suspension or functional equivalent			<b>X</b>
Full function programmable "fast idle" such as an INTERMOTIVE - Gateway A1 Auxiliary Idle Control Module or functional equivalent			<b>X</b>

**4.3.1 Retrofitability.** Retrofitability of the hybrid drive system is desirable but not strictly required.

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**4.3.2 Deviations from Hybrid Bus Specifications.** The Supplier Team may propose deviations from the hybrid bus chassis specifications provided that justification and quantification of the potential benefits resulting from such deviations (e.g. fuel economy increased by x%, incremental cost reduced by \$/bus, etc.) are also provided.

### 4.4 Bus Key Performance Parameters

These are the performance goals and enhanced capabilities by which the hybrid bus will be judged.

<b>Bus Size:</b>	25-27 feet; up to 19,500 lbs. GVWR (class 5-6)
<b>Bus Description:</b>	Common hybrid bus chassis compatible w/ multiple bus bodies; cutaway is an option but not the only one
<b>Duty Cycle:</b>	Varies but primarily urban-suburban; primarily paratransit/demand response applications, some circulator shuttle bus.

### Ranked\* Performance Parameters by Priority:

\* Based on average rankings from the participating small bus fleets.

<b>Performance Criteria</b>	<b>Overall Ranking</b>
Reliability $\geq$ base vehicle	1
$\geq$ 30% better fuel economy vs. base vehicle	2
Serviceability/maintainability $\geq$ base vehicle	3
Chassis Durability $\geq$ base vehicle	4
Range $\geq$ 300 mi	5
Lifecycle costs $\leq$ base vehicle	6
Emissions $<$ base vehicle	7
Life in Years $\geq$ base vehicle	8
Interior noise level $\leq$ base vehicle	9
No reduction in passenger capacity due to hybrid drive system	10
Acceleration $\geq$ base vehicle	11
Weight penalty of hybrid drive system components $\leq$ 500 lbs	12
Driver ergonomics $\geq$ base vehicle	13

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<b>Performance Criteria</b>	<b>Overall Ranking</b>
Gradeability $\geq 5\%$ @ 40 mph @ GVW	<b>14</b>
Exterior noise level $\leq$ base vehicle	<b>15</b>
Startability $\geq 25\%$ grade	<b>16</b>
Front axle turning radius $\leq$ base vehicle	<b>17</b>
Approach angles to curb $\geq$ base vehicle	<b>18</b>
No reduction in ground clearance due to hybrid drive system components	<b>19</b>
Top Speed $\geq$ base vehicle	<b>20</b>
Stay within base vehicle width dimensions	<b>21</b>
Stay within base vehicle height dimensions	<b>22</b>
Keep existing body supplier	<b>23</b>
Keep existing engine supplier	<b>24</b>

**4.5 Customization Within a Range.** Outside of the chassis, hybrid drivelines systems and basic body, the MoDOT fleets desire that the buses be "customizable" as much as possible, in keeping with the normal order and purchase flexibility fleets enjoy. Within the weight limits specified in the RFP for the overall buses (up to 19,500 lbs.), the MoDOT would want flexibility for each bus fleet's final order in the following items:

<b>Optional Feature</b>
<b>Flooring – Covering</b>
Ribbed rubber
<b>Passenger Seating</b>
All Cloth
Two seat belt extenders per vehicle

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<b>Optional Feature</b>
Folding armrests
Hand hold on top of Seats
Integrated child safety seats
<b>Passenger Seating</b>
Child Safety seat latching system anchors on selected passenger seats (FMVSS 225)
<b>Doors</b>
Curbside window forward of passenger door – gives operator view of curb and sidewalk
Grab rails on entrance door
Locking System - lock for lift door
Locking System - key front door opener
<b>Wheelchair Lift</b>
Lift Platform size - 32" x 51"
Lift Platform size - 34" x 55"
Lifting capacity measured pounds - 800 lbs
<b>Destination Signs</b>
Rear (route number)
<b>Mirrors</b>
Drivers Left Side (street) - Mirror heated
Other Mirrors - convex 7" x 10" mirror on rear door
<b>Radio, ITS and related equipment</b>
AM/FM in-dash radio with speakers
radio box cabinet for radio components
radio display mounting plate
PA system with plug in mic
<b>Wheels</b>
<b>Wheels</b> - aluminum
<b>Running Board</b>
<b>Running Board</b> - drivers side; diamond plate
<b>Exterior Livery</b>

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<b>Optional Feature</b>
Individual agency paint schemes
Wrap" to look like a vintage trolley bus
<b>Heating and Air Conditioning</b>
Overhead free blow AC
Floor mounted under seat interior heater
WEBASTO auxiliary heater or functional equivalent
<b>Other Options Not Mentioned or Add'l Comments on Listed Options</b>
Interior passenger buzzer; pull cord down both side of vehicle
Overhead brushed aluminum storage/luggage racks
Fare box vault - locking with 2 sets of keys
Mor/ryde suspension or functional equivalent
12 volt signal via wire to radio box compartment under one of following conditions: a. 5 seconds after the engine is running b. when engine rpm reaches min. of 300 rpm or c. 5 seconds after the alternator is charging
Full function programmable "fast idle" such as an INTERMOTIVE -Gateway A1 Auxiliary Idle Control Module or functional equivalent
Provisions for ads -11" car-card frames

These specific requests will come at the time of the final order, after a Supplier Team is selected. Notwithstanding any of the above, the MoDOT is willing to discuss less flexibility per bus if that is required for an acceptable proposal, and that should be noted in the proposal. The MoDOT assumes a certain amount of flexibility is possible, and needs to be informed if it is not. Prices for each of these aforementioned optional features is requested in the Bus Optional Features Pricing form (Section 8)

**4.6 Delivery.** Unless negotiated otherwise with the selected Supplier Team, it is the goal of this RFP to have the participating fleets take final delivery of their buses from the Supplier Team. Payment for the integrated chassis/driveline/bus body will be made to the designated agent of the Supplier Team by the individual fleet. The price of delivery to the various fleets in this RFP is requested in the Price Proposal form (Section 8)

**4.7 Warranty/Service.** The Offeror's proposal shall include warranty and service for the chassis, driveline and all components comparable to and delivered in the same fashion as the bus normally offered but no less than a minimum of 2 years, and for the normal

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life of this class of bus. In particular MoDOT requires a minimum 2 years warranty on energy storage in buses purchased under this RFP. Life of this class of bus for the buses purchased in this RFP is required to be 7-10 years. The warranty proposed will be part of the evaluation criteria for this RFP.

**4.8 Non-Hybrid Baseline Bus.** It is highly desirable for the MoDOT to have third party testing of a non-hybrid baseline bus to compare the relative performance with the hybrid bus to be purchased. MoDOT would like the Supplier Team to propose to MoDOT how to accomplish this in a cost effective manner and provide option pricing for this third party testing as part of the RFP. Third party testing option pricing is to be included in the RFP Price Proposal form (Section 8).

It is assumed the baseline bus is to be a non-hybrid version of the hybrid bus, i.e., a separate vehicle which is identical to the hybrid bus except for the drive system. Unless otherwise negotiated, the non-hybrid baseline bus is to be provided by the Supplier Team. The baseline bus will be used by the Supplier Team as a benchmark to compare the relative performance of the hybrid bus during third party testing. If there is no non-hybrid version of the hybrid bus available, the MoDOT will work with the Supplier Team to select an appropriate alternative baseline bus. The non-hybrid baseline bus from the Supplier Team will remain the property of the Supplier Team at the conclusion of benchmark testing.

**4.9 Bus Fuel Economy and Emissions Testing.** The Supplier Team is to provide a test plan for testing the hybrid bus on a third party chassis dynamometer to assess fuel economy and emissions compared to a non-hybrid baseline version of the same bus. The chassis dynamometer testing of the buses may be accomplished without the bodies being attached. However, simulation of the body and 50% load weight must be accommodated in the chassis dynamometer testing.

No specific drive cycle will be presented in this document. Therefore, the Supplier Team must identify and justify the drive cycle (or cycles) for vehicle design and testing.

**4.10 Altoona Testing.** Offerors must submit the Altoona Testing Report by the time buses are delivered or buses will not be accepted. All buses offered in this RFP must successfully complete the U.S. Government's Altoona Bus Testing Program as found in 49 CFR Part 655 for maintainability, reliability, safety, performance, structural integrity, fuel economy, emissions, noise, and related technical support. Testing must be completed and the test report submitted to MoDOT before delivery of the purchased bus (es) or an appropriate waiver must be obtained from the U.S. Department of Transportation, Federal Transit Administration.

**4.11 Data Collection Requirements for Pre-Production Vehicles.** It is the intent of the MoDOT and Small Hybrid Bus Working Group fleet members to purchase and operate these hybrid buses as part of an intensive in-use assessment and testing effort.

As identified above, vehicle testing by the Supplier Team shall include an acceptance test of the hybrid bus for emissions and fuel economy and on-road performance testing against a non-hybrid baseline bus.

It shall also include an in-use data collection activity by the Supplier Team providing data collected from vehicle operation and performance for a period of 1-year. The hybrid

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buses shall come equipped with a system allowing critical data parameters to be measured and collected for assessment, and for the fleets to be able to collect and analyze this data by download from the bus either through wireless or direct connection. *The Supplier Team shall propose the actual data parameters to be collected (suggested parameters are shown in the table below) and the methodology to allow fleets to graphically analyze this data.*

Item	Units	Frequency	Comments
<i>General</i>			
Start of Shift	date/hour/min/sec	1x/day	Start of work day
Vehicle Speed	mph	5 sec.	
Average Speed	mph	1 min.	
Max. Speed	mph	1 hour	Max. speed each hour
GPS Location	GPS standard units	5 sec.	
Odometer	miles or kilometers	5 sec.	Resolution = 0.1 mi/km
Engine Operating Hours	hours	6 min.	Resolution = 0.1 hour
Elapsed Driving Time	min.	1 min.	Only needed if engine off operation possible
Engine Status	on/off	5 sec.	
Engine Idling	true/false	5 sec.	Engine idles at stoplights, etc.
Engine Torque	ft-lbs. or n-m	5 sec.	
Engine Speed	rpm	5 sec.	
Engine Power	hp or KW	5 sec.	
Brake Status	on/off	2 sec.	Braking vs. coast down
Accel. Pedal Status	on/off	2 sec.	Accelerator pedal depressed
Wide Open Throttle	true/false	2 sec.	Accel. pedal at WOT limit
PRNDL Status	P/R/N/D/L	2 sec.	Transmission gear/direction
Vehicle Fault Status	fault vs. no fault	5 sec.	Fault codes
Fuel Level	gal. or liters	1 min.	Resolution = 0.1 gal/liter
End of Shift	date/hour/min/sec	1x/day	End of work day
<i>Hybrid Drive System</i>			
State Of Charge (SOC)	% or psi	2 sec.	Resolution = 1% or 50 psi
Hybrid System Status	enabled/disabled	2 sec.	
Regen Braking Active	true/false	2 sec.	
Launch Assist Active	true/false	2 sec.	
Hydraulic Fluid Temp.	°F or °C	1 min.	If applicable
Battery Pack Temp.	°F or °C	1 min.	If applicable
<i>Accessory Loads</i>			
Engine Cooling Fan	On/off	2 sec.	If electrically operated
Heater On	true/false	1 min.	
A/C On	true/false	1 min.	Set false if A/C not present
Wheelchair Lift Operations	On/off	1 min.	Set off if lift not present
<i>Environmental</i>			
External Temperature	°F or °C	1 hour	

**4.12 Pre-Production Vehicle Service Support.** It is acknowledged that the small hybrid buses produced under this program will be of a higher level of complexity and lower level of maturity than conventional small buses. Therefore, the Offeror shall provide a pre-production bus service support plan that identifies how the Supplier Team will be organized and will dedicate appropriate resources to provide timely response to issues fleets may be having with their buses during the warranty period as well as over the life of the bus (es). The plan shall identify key personnel who will be responsible for responding to initial phone calls and how it will be determined if or when additional personnel from another part of the Supplier Team will be required. The plan shall identify how the Service Support function will evolve to being the responsibility of the local

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vehicle dealer for production vehicles as well as training of purchasing agency's personnel. Finally, when vehicles are delivered, all applicable technical and parts manuals will be submitted to purchasing agency for their maintenance use.

**4.13 Vehicle Delivery Schedule.** It is expected that the hybrid bus will be ready for acceptance and third-party testing by the late spring of calendar year 2009. Delivery of the pre-production vehicles to the participating fleets should begin in the first half of calendar year 2010 and be completed by mid-year that same year. However, a sufficiently justified alternative schedule will be considered by the MoDOT.

## 5.0 Instructions to Offerors – Proposal Deadline and Format

**5.1 Final Proposal Submission and Deadline** The final proposal for this RFP must be received by **1:00 PM Central time** to:

**Request No. 3-081009 Hybrid Bus**  
Missouri Department of Transportation  
1320 Creek Trail Drive  
Jefferson City, MO 65109

See Section 5.4 for Proposal Packaging Requirements.

**5.2 Technical Proposal Requirements** The technical part of the proposal will include the following elements:

**1) Cover Page**

- a. Name of Procurement – MoDOT/Small Hybrid Bus Working Group
- b. Name of companies (Supplier Team) proposing
- c. Names, addresses and key contacts for the companies proposing

**2) Technical Description (5-10 pages suggested)**

Provide description of the technical approach, technical design of the system being proposed, its strengths, its flexibility to variations, how the RFP Section 4.0 requirements will be met (bus specifications and key performance parameters).

**3) Schedule for Bus Delivery, Acceptance and Support, Warranty Proposal (4-6 pages suggested)**

Provide a timetable for delivery of the first "acceptance test" bus for vehicle "shakedown" testing and proposed performance/emissions testing program, delivery of the pre-production vehicles and the pre-production vehicle support plan; how bus maintenance and service will be provided including problem resolution, service support for vehicles, warranty plan; agency personnel vehicle training; data collection/sharing/data acquisition support by the Supplier Team.

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### 4) Third Party Testing Proposal (1-2 pages suggested)

Provide a proposal to test non-hybrid baseline bus with a hybrid bus to compare relative performance with the hybrid bus to be purchased.

### 5) Qualification Statement (1-3 pages suggested)

Outline experience and expertise of team key personnel; see 6.4 for additional qualification of responsible offerors requirements

### 6) Statements of Past Work, References and Non-priced Information

Provide information on similar past work, references of clients who have received similar small hybrid bus products by companies of the Supplier Team; provide financial statements for past 3 years and evidence of financial stability

### 7) On board data acquisition plan

Provide a plan for the MoDOT and Small Hybrid Bus Working Group to collect performance and duty cycle data of the bus in real work operation.

### 8) Appropriate certifications signed and executed to be included with proposal

### 9) Altoona Bus Testing Report or indication if it will be provided before final delivery of buses

**5.3 Price Proposal Requirements** The Offeror is required to submit a detailed price proposal providing a cost description outlining the proposed cost as a per-unit cost based on the sixteen (16) minimum with option to purchase up to twenty-three (23) bus pre-production build. The key issue is the cost of the drivelines integrated into the chassis, delivered and supported. Provide the cost of the integrated chassis/driveline/basic bus body system shown both per unit, and as an incremental cost per unit (i.e. the increment above the normal cost of the non-hybrid chassis/driveline/bus body system that the hybrid chassis/driveline/body system is replacing). Itemized costs of customized options in Section 4.5 – separate from the above cost of the integrated chassis/driveline/basic bus body system needs to be included. In addition, a pricing schedule and supporting data must be included in the price proposal. A Price Proposal form is included in the RFP required documents (Section 8)

The contractor shall be liable for payment of all local taxes applicable to the complete bus as delivered and should add these amounts to the Offer price. The MoDOT shall furnish to all prospective Offerors a list of applicable state and local taxes imposed by state and local governments involved in this purchase:

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<u>State</u>	<u>State Tax Rate</u>	<u>Applicable County Tax Rate</u>
California	7.5%	7.75%
Utah	4.65%	6.6%
New York	4%	8.25%
Missouri	4.225%	7.05%
Colorado	2.9%	6.35%
Oregon	None	None
Massachusetts	5%	None
Nevada	6.5%	5%

**5.4 Proposal Packaging Requirements** RFP responses must be provided in both hard copy form and electronic form. The electronic form must be either in pdf format or via a CD and mailed to Warren Blanchard at above address. Proposals shall be submitted in two (2) separate “packages” – Technical Proposal and Price Proposal - containing the information as outlined below.

In addition **three hard copies** of the final proposal must be mailed to the attention of Warren Blanchard at the address above using the proposal packaging requirements stated below.

Each sealed package shall be marked as specified below and shall contain all of the proposal documents for which the package is required to be marked and no other documents. These same requirements shall apply to any Best and Final Offers which may be requested.

### **Package No. 1**

#### **Technical Proposal**

##### **Name of Procurement – MoDOT/Small Hybrid Bus Working Group**

Cover Page

Technical Description, Technical design, Meeting Specs and KPPs

Schedule for Bus Delivery, Acceptance and Support, Warranty Proposal

Third Party Testing Proposal

On-board data acquisition plan

Qualification Statement and Requirements (see 6.4)

Statement of Past Work, References and Non-priced Information

Financial statements for 3 years

Financial guaranty letter of commitment

Certifications signed/executed

Altoona Bus Testing Report (if available at time of RFP submission but no later than delivery of vehicles)

Submitted By:

Offeror's name and address

### **Package No. 2**

#### **Price Proposal**

##### **Name of Procurement – MoDOT/Small Hybrid Bus Working Group**

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Cover Page (again or copy of same to identify & tie the two packages together)  
Price Proposal  
Cost of base chassis/drivelines/basic bus body system  
Bus options pricing (4.5)  
Third party testing option pricing (4.8)  
Pricing Schedule  
Supporting Data for Pricing

Submitted By:  
Offeror's name and address

No cost, price or financial information of any kind shall be included in Package 1 or in any of the proposal documents that it will contain.

**5.5 DBE Certification** Pursuant to Title 49, Code of Federal Regulations, part 26.49, an Offeror, as a condition of being authorized to respond to this solicitation, must certify by completing "DBE Approval Certification" (Section 8) that it has on file with the Federal Transportation Administration (FTA) an approved or not disapproved annual Disadvantaged Business Enterprise (DBE) subcontracting participation goal.

**5.6 Modification or Withdrawal of Proposals** A modification or a proposal already received will be accepted by the MoDOT only if the modification is received prior to the Proposal Due Date, or is specifically requested by the MoDOT, or is made with a requested BAFO. All modifications shall be made in writing and executed and submitted in the same form and manner as the original proposal.

An Offeror may withdraw a proposal already received prior to the Proposal Due Date by submitting, in the same manner as the original proposal, to the MoDOT a written request for withdrawal executed by the Offeror's authorized representative. After the Due Date, a proposal may be withdrawn only if the MoDOT fails to award the contract within the proposal validity period prescribed in "Due Date" (Section 1.2) or any agreed upon extension thereof. The withdrawal of a proposal does not prejudice the right on an Offeror to submit another proposal within the time set for receipt of proposals.

This provision for modification and withdrawal of proposals may not be utilized by an Offeror as a means to submit a late proposal and, as such, will not stop the MoDOT's right to reject a proposal.

## 6.0 Proposal Evaluation, Negotiation and Selection Process

Proposals will be evaluated, negotiated, selected and any award made in accordance with the criteria and procedures described below. The approach and procedures are those which are applicable to a competitive negotiated procurement whereby proposals are evaluated to determine which proposals are within a competitive range. Discussions and negotiations may then be carried out with Offerors within the competitive range, after which Best and Final Offers (BAFOs) may be requested.

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However, the MoDOT may select a proposal for award without any discussions or negotiations or request for any BAFOs. Subject to the MoDOT's right to reject any or all proposals, the Offeror will be selected whose proposal is found to be most advantageous to the MoDOT, based upon consideration of the criteria of "Qualification Requirements" (Section 6.4) and "Proposal Evaluation Criteria" (Section 6.5) below.

**6.1 Opening of Proposals** Proposals will not be publicly opened. All proposals and evaluations will be kept strictly confidential throughout the evaluation, negotiation and selection process. Only the staff of the MoDOT procurement office, the Evaluation and Selection Committee and members of the CALSTART Small Hybrid Bus Working Group having legitimate interest, and CALSTART Working Group staff will be provided access to the proposals and evaluation results during this period.

**6.2 Evaluation and Selection Committee** An Evaluation and Selection Committee comprised of staff of the MoDOT, the Small Hybrid Bus Working Group and CALSTART Working Group staff will be established. The Committee will make all decisions regarding the evaluations, determination of responsible Offerors and the competitive range, negotiations and the selection of the Supplier Team, if any, that may be awarded the contract. The Evaluation and Selection Committee will be assisted by an Evaluation Steering Committee comprised of MoDOT Procurement Officer, a smaller number of the Working Group members and CALSTART Working Group staff. The Evaluation Steering Committee will carry out the detailed evaluations and report all of its findings to the Evaluation and Selection Committee.

**6.3 Proposal Selection Process** The following describes the process by which proposals will be evaluated and a selection made for a potential award. Any such selection of a proposal by a responsible Offeror shall be made by consideration of only the criteria of "Qualification Requirements" (Section 6.4) and "Proposal Evaluation Criteria" (Section 6.5) below. Section 6.4 specifies the requirements for determining responsible Offerors, all of which must be met by an Offeror to be found qualified. Final determination of an Offeror's qualification will be made based upon all information received during the evaluation process and as a condition for award. Section 6.5 contains all the evaluation criteria and their relative order of importance, by which a proposal from a qualified Offeror will be considered for selection. An award, if made, will be to a responsible Offeror for a proposal which is found to be in the MoDOT's best interest, price and other evaluation criteria considered.

The procedures to be followed for these evaluations are provided in "Evaluation Procedures" (Section 6.6).

**6.4 Qualification Requirements** The following are the requirements for qualifying responsible Offerors. All of these requirements must be met; therefore, they are not listed by any particular order of importance. The Offeror of any proposal that the Evaluation and Selection Committee Finds not to meet these requirements, and cannot be made to meet these requirements may be determined by the Committee not to be responsible and its proposal rejected. The requirements are as follows:

I. Sufficient financial strength and resources and capability to finance the work to be performed and complete the contract in a satisfactory manner as measure by:

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- a. Offeror's financial statements prepared in accordance with US Generally Accepted Accounting Principles (GAAP) and audited by an independent certified public accountant authorized to practice in the jurisdiction of the Offeror
- b. Willingness of any parent company to provide the required financial guaranty evidenced by a letter of commitment signed by an officer of the parent company having the authority to execute the parent company guaranty
- c. The offeror shall purchase and maintain such insurance as will protect him from claims under workmen's compensation acts and other employee benefit acts and other employee benefit acts, from claims for damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from the Contractor's operations under this Contract, whether such operations be by himself or by any Subcontractor or anyone directly or indirectly employed by any of them.
- d. This insurance shall be written for not less than any limits of liability specified as part of this contract, or required by law, whichever is the greater, and shall include contractual liability insurance as applicable to the Contractor's obligations under this contract. Unless otherwise specified, insurance limits shall be as follows:
  1. Workmen's Compensation: Workers Compensation Insurance, including "Occupational Disease Act" requirements, must be maintained **if** required by law.
  2. Public Liability (includes property damage and personal injury):
    - i. Not less than \$400,000 for any one person in a single accident or occurrence.
    - ii. Not less than \$2,500,000 for all claims arising out of a single occurrence.
  3. Special Hazard Insurance: As required
  4. Builder's Risk: Not less than the full Contract amount.

II Evidence that the human and physical resources are sufficient to perform the contract as specified and assure delivery of all equipment within the time specified in the contract, to include:

- a. Engineering, management and service organizations with sufficient personnel and requisite disciplines, licenses, skills, experience, and equipment to complete the contract as required and satisfy any engineering or service problems that may arise during the warranty period.
- b. Adequate manufacturing facilities sufficient to produce and factory-test equipment on schedule.
- c. A spare parts procurement and distribution system to support equipment maintenance without delays and a service organization with skills, experience, and equipment sufficient to perform all warranty and on-site work.

III. Evidence that the Offeror is qualified to provide a quality product. To comply, Supplier Team will submit a quality control plan which indicates how the Supplier Team will manage quality of bus (es) being provided.

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IV. Evidence of satisfactory performance and integrity on contracts in making deliveries on time, meeting specifications and warranty provisions, parts availability, and steps Offeror took to resolve any judgments, liens, fleet defects history, and warranty claims. Evidence shall be by client references.

**6.5 Proposal Evaluation Criteria** Award of this contract will be made to the Supplier Team whose proposal is most advantageous to the MoDOT and the Small Hybrid Bus Working Group's small hybrid bus program with price and other factors considered. In determining which proposal is most advantageous, the MoDOT may award to the Supplier Team whose proposal offers the greatest business value to the MoDOT based upon an analysis of a tradeoff of qualitative technical factors and price/cost to derive which proposal represents the "best value" to the MoDOT.

The following are the complete criteria, listed by their relative degree of importance, by which proposals from responsible Offerors will be evaluated and ranked for the purposes of determining any competitive range and to make any selection of a proposal for a potential award. Any exceptions, conditions, reservations or understandings explicitly, fully and separately stated on the "Form for Proposal Deviation" (Section 8) which do not cause the MoDOT to consider a proposal to be outside the competitive range, will be evaluated according to the respective evaluation criteria and/or sub criteria which they affect.

In its selection criteria, the MoDOT will weigh the following parameters (relative weighting percent) in choosing the Supplier Team:

1. **Technical Description (25%)**

This criterion includes meeting these specific sub-criteria:

- Ability to meet bus specifications/requirements as ranked in importance – Supplier Teams must meet or exceed all bus specifications/requirements except where indicated as individual options to be determined by purchasers (4.3)
- Ability to meet key performance parameters (KPPs) as ranked in importance – Supplier Team must meet or exceed at least the top 10 KPPs to be considered competitive (4.4)

2. **Production and Delivery Schedule, Support and Service Proposals (20%)**

This criterion includes meeting these specific sub-criteria:

- Timetable for delivery of test bus (4.8; 4.13)
- Production and delivery schedule proposed by Supplier Team – Supplier Team must provide a written schedule with proposal; (4.13)
- Service support and problem resolution plans for pre-production and eventual production buses - Supplier Team must provide a written plan (4.7)
- Service plan (service ability, tech and parts manuals) (4.12)
- Technical training of on site personnel plan (4.12)
- Warranty proposal – Supplier Team must propose a warranty on bus chassis, driveline, components, energy storage system (min of 2 years on all) (4.7)
- Third part testing proposal (4.9)
- Data collection and sharing (4.11)

3. **Credentials of the Supplier Team (20%)**

This criterion includes meeting these specific sub-criteria:

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- Qualifications and experience of key personnel (6.4.11)
  - Financial Statement for past 3 years – one from body and driveline supplier - and evidence of financial stability (6.4)
  - Team's years in joint business venture showing stability of team (6.4)
  - Previous relevant success with hybrid buses – client references (6.4)
4. **On-board data acquisition plan (10%)**
- One of the key outcomes of this purchase is to collect on-road operational and performance data of the small hybrid buses. The Offeror needs to provide a plan as to how it will work with the MoDOT and the CALSTART Small Hybrid Bus Working Group and its staff to collect this information. (4.11)
5. **Certifications signed and executed** (not weighted in the evaluation points but must be included in the proposal)
6. **Altoona Bus Testing Report** (not weighted in the evaluation points but must be included in the proposal)
7. **Cost/Price of bus (25%)**
- This criterion includes meeting these specific sub-criteria:
- The individual base bus without user options
  - The individual cost of options (4.5) **Note:** individual options costs **will not** be part of the cost/price evaluation but the information must be part of the pricing proposal
  - Pricing Schedule
  - Supporting Data for Pricing
  - Third Party Testing Pricing

The MoDOT anticipates awarding a contract to the Supplier Team with the overall highest ranking on these criteria. This decision may or may be made on the basis of initial proposals submitted without any negotiations or discussions. However, the MoDOT reserves the right to reject all proposals if none is deemed satisfactory or to make more than one award if deemed appropriate.

**6.6 Evaluation Procedures** All aspects of the evaluations of the proposals and any discussions/negotiations, including documentation, correspondence and meetings, will be kept confidential during the evaluation and negotiation process.

Proposals will be analyzed for conformance with the instructions and requirements of the RFP and contract documents. Proposals that do not comply with these instructions and do not include the required information may be rejected as insufficient or not be considered for the competitive range. The MoDOT reserves the right to request an Offeror to provide any missing information and to make corrections. Offerors are advised that the detailed evaluation forms and procedures will follow the same proposal format and organization specified in "Instructions to Offerors" (Section 5). Submittal of a proposal will signify that the Offeror has accepted the whole of the contract documents, except such conditions, exceptions, reservations or understandings explicitly, fully and separately stated on the forms and according to the in the instructions of "Form for Proposal Deviation" (Section 8). Any such conditions, exceptions, reservations or

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understandings which do not result in the rejection of the proposal are subject to evaluation under the criteria of “Proposal Evaluation Criteria” (Section 6.5)

Evaluations will be made in accordance with all of the evaluation criteria and procedures specified in “Proposal Selection Process” (Section 6.3) above. The MoDOT will select for any award the highest ranked proposal from a responsible Offeror, qualified under “Qualification Requirements” (Section 6.4) which does not render this procurement financially infeasible and is judged to be most advantageous to the MoDOT based on consideration of the evaluation “Proposal Evaluation Criteria” (Section 6.5)

### 6.7 Evaluations of Competitive Proposals

**I. Qualification of Responsible Offerors** Proposals will be evaluated in accordance with requirements of “Qualification Requirements” (Section 6.4) to determine the responsibility of Offerors. Any proposals from Offerors whom the MoDOT finds not to be responsible and finds cannot be made to be responsible may not be considered for the competitive range. Final determination of an Offeror’s responsibility will be made upon the basis of initial information submitted in the proposal, any information submitted upon request by the MoDOT, information submitted in a BAFO and information resulting from MoDOT inquiry of Offeror’s references and its own knowledge of the Offeror.

**II. Detailed Evaluation of Proposal and Determination of Competitive Range** Each proposal will be evaluated in accordance with the requirements and criteria specified in “Proposal Selection Process” (Section 6.3).

The following are the minimum requirements that must be met for a proposal to be considered for the competitive range. All of these requirements must be met; therefore, they are not listed by any particular order of importance. Any proposal that the MoDOT finds not to meet these requirements, and may not be made to meet these requirements, may be determined by the MoDOT to not be considered for the competitive range. The requirements are as follows:

- a. Offeror is initially evaluated as responsive in accordance with the requirements of “Qualification Requirements” (Section 5.4) or that the MoDOT finds it is reasonable that said proposal can be modified to meet said requirements. Final determination of responsiveness will be made with final evaluations.
- b. Offeror has followed the instructions of the RFP and included sufficient detail information, such that the proposal can be evaluated. Any deficiencies in this regard must be determined by the MoDOT to be either a defect that the MoDOT will waive in accordance with “Acceptance/Rejection of Proposals” (Section 7.1) or that the proposal can be sufficiently modified to meet these requirements.
- c. Proposal price would not render this procurement financially infeasible, or it is reasonable that such proposal price might be reduced to render the procurement financially feasible. The MoDOT will carry out and document its evaluations in accordance with the criteria and procedures of “Proposal Selection Process” (Section 6.3). Any extreme proposal deficiencies which may render a proposal unacceptable will be documented. The MoDOT will make specific note of questions, issues,

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concerns and areas requiring clarification by Offerors and to be discussed in any meetings with Offerors which the MoDOT finds to be within the competitive range.

Rankings and spreads of the proposals against the evaluation criteria will then be made by the MoDOT as a means of judging the overall relative spread between proposals and of determining which proposals are within the competitive range, or may be reasonably made to be within the competitive range.

III. **Proposals not within the Competitive Range** Offerors of any proposals that have been determined by the MoDOT as not in the competitive range, and cannot be reasonably made to be within the competitive range, will be notified in writing. By request, shortcomings of Offeror's proposal can be discussed.

IV. **Discussions with Offerors in the Competitive Range** The Offerors whose proposals are found by the MoDOT to be within the competitive range, or may be reasonably made to be within the competitive range, may (see Section 6.0, paragraph 2 and 6.7 V, last paragraph) be notified and any questions and/or requests for clarifications provided to them in writing. Each such Offeror may be invited for a private interview(s) and discussions with the MoDOT to discuss answers to written or oral questions, clarification, and any facet of its proposal.

In the event that a proposal, which has been included in the competitive range, contains conditions, exceptions, reservations or understandings to any contract requirements as provided in "Form for Proposal Deviation" (Section 8), said conditions, exceptions, reservations or understandings may be negotiated during these meetings. However, the MoDOT shall have the right to reject any and all such conditions and/or exceptions, and instruct the Offeror to amend its proposal and remove said conditions and/or exceptions; and any Offeror failing to do so may cause the MoDOT to find such proposal to be outside the competitive range.

No information, financial or otherwise, will be provided to any Offeror about any of the proposals from other Offerors. Offerors will not be given a specific price or specific financial requirements they must meet to gain further consideration, except that proposed prices may be considered to be too high with respect to the marketplace or unacceptable. Offerors will not be told of their rankings among the other Offerors.

V. **Best and Final Offer (BAFO)** After all interviews have been completed, each of the Offerors in the competitive range will be afforded the opportunity to amend its proposal and make its BAFO. The request for BAFOs shall include:

- a. Notice that discussions/negotiation are concluded
- b. Notice that this is the opportunity for submission of a BAFO
- c. A common date and time for submission of written BAFOs, allowing a reasonable opportunity for preparation of the written BAFOs
- d. Notice that if any modification to a BAFO is submitted, it must be received by the date and time specified for the receipt of BAFOs and is subject to the late submissions, modifications, and withdrawals of proposal provisions of the RFP

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- e. Notice that if Offerors do not submit a BAFO or a notice of withdrawal and another BAFO, their immediate previous offer will be construed as their BAFO

Any modifications to the initial proposals made by an Offeror in its BAFO shall be identified in its BAFO. BAFOs will be evaluated by the MoDOT according to the same requirements and criteria as the initial proposals “Proposal Selection Process” (Section 6.3). The MoDOT will make appropriate adjustments to the initial scores for any sub-criteria and criteria which have been affected by any proposal modifications made by the BAFOs. These final scores and rankings within each criterion will again be arrayed by the MoDOT and considered according to the relative degrees of importance of the criteria defined in “Proposal Evaluation Criteria (Section 6.5). The MoDOT will then choose that proposal which it finds to be most advantageous to the MoDOT based upon the evaluation criteria. The results of the evaluations and the selection of a proposal for any award will be documented in a report.

The MoDOT reserve the right to make any award to any Offeror whose proposal it judges to be most advantageous to the MoDOT based upon the evaluation criteria, without conducting any written or oral discussions with any Offerors or solicitation of any BAFOs.

## 7.0 Response to Proposals

**7.1 Acceptance/Rejection of Proposals** The MoDOT reserves the right to reject any or all proposals for sound business reasons, to undertake discussions with one or more Offerors, and to accept that proposal or modified proposal which, in its judgment, will be most advantageous to the MoDOT, price and other evaluation criteria considered. The MoDOT reserves the right to consider any specific proposal which is conditional or not prepared in accordance with the instructions and requirements of this RFP to be noncompetitive. The MoDOT reserves the right to waive any defects, or minor informalities or irregularities in any proposal which do not materially affect the proposal or prejudice other Offerors.

If there is any evidence indicating that two or more Offerors are in collusion to restrict competition or otherwise engaged in anti-competitive practices, the proposals of all such Offerors shall be rejected and such evidence may be a cause for disqualification of the participants in any future solicitations undertaken by the MoDOT.

The MoDOT may reject a proposal that includes unacceptable deviations as provided in “Conditions, Exceptions, Reservations or Understandings (Section 2.4)

**7.2 Single Proposal Response** If only one proposal is received in response to this RFP and it is found by the MoDOT to be acceptable, a detailed price/cost proposal may be requested of the single Offeror. A price or cost analysis, or both, possibly including an audit, may be performed by or for the MoDOT of the detailed price/cost proposal in order to determine if the price is fair and reasonable. The Offeror has agreed to such analysis by submitting a proposal in response to this RFP. A price analysis is an evaluation of a proposed price that does not involve an in-depth evaluation of all the separate cost elements and the profit factors that comprise an Offeror’s price proposal. It should be recognized that a price analysis through comparison to other similar

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procurements must be based on an established or competitive price of the elements used in the comparison. The comparison must be made to a purchase of similar quantity, involving similar specifications and in a similar time frame. Where a difference exists, a detailed analysis must be made of this difference and costs attached thereto. Where it is impossible to obtain a valid price analysis, it may be necessary to conduct a cost analysis of the proposed price. A cost analysis is a more detailed evaluation of the cost elements in the Offeror's offer to perform. It is conducted to form an opinion as to the degree to which the proposed costs represent what the Offeror's performance should cost. A cost analysis is generally conducted to determine whether the Offeror is applying sound management in proposing the application of resources to the contracted effort and whether costs are allowable, allocable and reasonable. Any such analyses and the results there from shall not obligate the MoDOT to accept such a single proposal; and the MoDOT may reject such proposal at its sole discretion.

**7.3 Cancellation of Procurement** The MoDOT reserves the right to cancel the procurement for sound business reasons, at any time before the contract is fully executed and approved on behalf of the MoDOT.

**7.4 Protests** Any protests by an interested party regarding this procurement shall be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10). After such administrative remedies have been exhausted, an interested party may file a protest with the Federal Transit Administration (FTA) pursuant to the procedures provided in **FTA C4220.1E**.

Failure to comply with the above protest procedures will render a protest untimely and/or inadequate and shall result in its rejection.

## 8.0 Required Forms

Request for Change or Approved Equal (Form for Proposal Deviation)  
Acknowledgement of Addenda  
Buy America Certification  
Debarment and Suspension Certification  
Lobbying Certification  
Transit Vehicle Manufacturers DBE Program Certification  
Certification of Compliance with Bus Testing Requirement  
Federal Motor Vehicle Safety Standards (FMVSS) Compliance Certification Statement  
Price Proposal Form  
Bus Optional Features Pricing Form



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**ACKNOWLEDGEMENT OF ADDENDA**

The following form shall be completed and included in the bid. Failure to acknowledge receipt of all addenda may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the Offer.

**ACKNOWLEDGEMENT OF ADDENDA**

The undersigned acknowledges receipt of the following addenda to the documents:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Offeror Name: \_\_\_\_\_

Street address \_\_\_\_\_

City, state, zip \_\_\_\_\_

Signature of Authorized Signer \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

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**BUY AMERICA CERTIFICATION**

**Certificate of Compliance**

The bidder hereby certifies that it will comply with the requirements of 49 U.S.C. Section 5323(j)(2)(C), Section 165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended, and the regulations of 49 C.F.R. 661.11:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Certificate of Non-Compliance**

The bidder hereby certifies that it cannot comply with the requirements of 49 U.S.C. Section 5323(j)(2)(C), Section 165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended, and the regulations of 49 C.F.R. 661.11, but may qualify for an exception to the requirements consistent with 49 U.S.C. Sections 5323 (j)(2)(B) or (j) (2)(D), Sections 165(b)(2) or (b) (4) of the Surface Transportation Assistance Act, as amended and regulations in 49 C.F.R. 661.7:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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**TRANSIT VEHICLE MANUFACTURERS DBE PROGRAM CERTIFICATION**

I hereby certify that the Offeror has complied with the requirements of 49 C.F.R. 26.49, Participation by Disadvantaged Business Enterprises in DOT Programs, and that our goals have not been disapproved by the Federal Transit Administration

\_\_\_\_\_ Signature of the Offeror's Authorized  
Official

\_\_\_\_\_ Name/Title of the Offeror's Authorized  
Official

\_\_\_\_\_ Date

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**DEBARMENT AND SUSPENSION CERTIFICATION (LOWER TIER COVERED TRANSACTION)**

The prospective lower tier participant (Offeror) certifies, by submission of this Offer, that neither it nor its "principals" as defined at 49 C.F.R. § 29.105(p) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

If the prospective lower tier participant (Offeror) is unable to certify to the statement above, it shall attach an explanation, and indicate that it has done so by placing an "X" in the following space\_\_\_\_\_.

**THE BIDDER OR OFFEROR, \_\_\_\_\_, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND EXPLANATION, IF ANY, IN ADDITION, THE BIDDER OR OFFEROR UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND EXPLANATION, IF ANY.**

\_\_\_\_\_  
Signature of the Bidder or Offeror's  
Authorized Official

\_\_\_\_\_  
Name/Title of the Bidder or Offeror's  
Authorized Official

\_\_\_\_\_  
Date

**MoDOT/Small Hybrid Bus Working Group RFP**

**LOBBYING CERTIFICATION**

The Bidder or Offeror certifies, to the best of its knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification thereof.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, Disclosure Form to Report Lobbying,” in accordance with its instructions (as amended by “Government wide Guidance for New Restrictions on Lobbying,” 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65), to be codified at 2 U.S.C. 1601, et seq.))
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 for each such failure.

**THE BIDDER OR OFFEROR \_\_\_\_\_,  
CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH  
STATEMENT OR ITS CERTIFICATION AND DISCLOSURE, IF ANY, IN ADDIITON,  
THE BIDDER OR OFFEROR UNDERSTANDS AND AGREES THAT THE  
PROVISIONS OF 31, U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND  
DISCLOSURE, IF ANY.**

\_\_\_\_\_  
Signature of the Bidder or Offeror's  
Authorized Official

\_\_\_\_\_  
Name/Title of the Bidder or Offeror's  
Authorized Official

\_\_\_\_\_  
Date

**MoDOT/Small Hybrid Bus Working Group RFP**

**FMVSS Certification – 49 CFR 571 Part D  
(Circle all applicable standard #s)**

<b>#</b>	<b>Title</b>	<b>#</b>	<b>Title</b>
101	#* Controls and Displays	102	#* Transmission shift lever sequence, starter, interlock, transmission braking effect
103	#* Windshield defrost and defogging system	104	#* Windshield wiping and washing system
105	#* Hydraulic brake system	106	#* Brake hoses
107	#* Reflecting surfaces	108	#* Lamps, reflective devices, and assoc. equipment
109	# New pneumatic tires	110	# Tire selection and rims
111	#* Rearview mirrors	112	#* Headlamps concealment devices
113	#* Hood latch system	114	# Theft protection (not for walk-in vans)
115	#* V.I.N. – basic requirements	116	#* Motor vehicle brake fluids
117	# Retreaded pneumatic tires (to be used on rear wheels only)	118	# Power-operated window, partition, roof panel system (GVWR < 10K)
119	* New pneumatic tires for vehicles other than passenger cars	120	*Tire selection & rims for vehicles other than passenger cars
121	* Air brake system	124	#* Accelerator control system
129	# New non-pneumatic tires for passenger cars	201	#@ Occupant protection in interior impact
202	#@ Head restraints	203	#@ Impact protect driver steering control system
204	#* Steering control rearward displace (not walk-in vans)	205	#* Glazing materials
206	# Doors, locks, and door retention components	207	#* Seating system
208	#* Occupant crash protection	209	#* Seat belt assemblies
210	#@ Seat belt assembly anchorages	211	# Wheels, nuts, wheel discs, and hub caps
212	#@ Windshield mounting	213	#* Child restraint system
214	#@ Side impact protection (not walk-in vans)	217	* Bus emergency exits/window retention & release
219	#@ Windshield zone intrusion	220	* School bus rollover protection
301	#@ Fuel system integrity (+ school bus > 10K GVWR)	302	#* Flammability of interior materials
403	* Wheelchair Securement	404	* Wheelchair Securement

\*Bus

@ Bus with GVWR below 10,000 lbs

# Passenger car

The undersigned BIDDER hereby certifies that all vehicles furnished meet the FMVSS IAW 49 CFR 571

Name of Company	Date
Print Name of Person Signing Form	Signature

**MoDOT/Small Hybrid Bus Working Group RFP**

**Price Proposal Form**

MoDOT/Small Hybrid Bus Working Group Procurement

I. Overall cost for the chassis/drivelines/basic bus body system (per unit)

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II. Third party bus testing option pricing in Section 4.8

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## MoDOT/Small Hybrid Bus Working Group RFP

### Bus Optional Features Pricing Form

Below are the optional features for which we are requesting pricing information to be provided. The entire list of standard base bus features and optional features is found in Section 4.3

Optional Feature	Proposed Price
<b>Flooring – Covering</b>	
Ribbed rubber	
<b>Passenger Seating</b>	
All Cloth	
Two seat belt extenders per vehicle	
Folding armrests	
Hand hold on top of Seats	
Integrated child safety seats	
Child Safety seat latching system anchors on selected passenger seats (FMVSS 225)	
<b>Doors</b>	
Curbside window forward of passenger door – gives operator view of curb and sidewalk	
Grab rails on entrance door	
Locking System - lock for lift door	
Locking System - key front door opener	
<b>Wheelchair Lift</b>	
Lift Platform size - 32" x 51"	
Lift Platform size - 34" x 55"	
Lifting capacity measured pounds - 800 lbs	
<b>Destination Signs</b>	
Rear (route number)	

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<b>Optional Feature</b>	<b>Proposed Price</b>
<b>Mirrors</b>	
Drivers Left Side (street) - Mirror heated	
Other Mirrors - convex 7" x 10" mirror on rear door	
<b>Radio, ITS and related equipment</b>	
AM/FM in-dash radio with speakers	
radio box cabinet for radio components	
radio display mounting plate	
PA system with plug in mic	
<b>Wheels</b>	
<b>Wheels</b> - aluminum	
<b>Running Board</b>	
<b>Running Board</b> - drivers side; diamond plate	
<b>Exterior Livery</b>	
Individual agency paint schemes	
"Wrap" to look like a vintage trolley bus	
<b>Heating and Air Conditioning</b>	
Overhead free blow AC	
Floor mounted under seat interior heater	
WEBASTO auxiliary heater or functional equivalent	
Rooftop AC condenser	
<b>Other Options Not Mentioned or Add'l Comments on Listed Options</b>	
Interior passenger buzzer; pull cord down both side of vehicle	
Overhead brushed aluminum storage/luggage racks	
Fare box vault - locking with 2 sets of keys	

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Optional Feature	Proposed Price
<b>Other Options Not Mentioned or Add'l Comments on Listed Options</b>	
Mor/ryde suspension or functional equivalent	
12 volt signal via wire to radio box compartment under one of following conditions: a. 5 seconds after the engine is running b. when engine rpm reaches min. of 300 rpm or c. 5 seconds after the alternator is charging	
Full function programmable "fast idle" such as an INTERMOTIVE -Gateway A1 Auxiliary Idle Control Module or functional equivalent	
Provisions for ads -11" car-card frames	