



**Solicitation Information
September 9, 2014**

RFP # 7548986

TITLE: Feasibility Assessment for RIDOT Fleet Maintenance Activities

Submission Deadline: Thursday, October 2, 2014– @11:30 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation may be e-mailed to Lisa Hill at lisa.hill@purchasing.ri.gov no later than September 25, 2014 at 4:00 p.m. (**Eastern Time**). Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information addenda.

SURETY REQUIRED: NO
BOND REQUIRED: NO

Lisa Hill
Title: Chief Buyer

NOTE TO VENDORS:

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached shall be deemed to be non-responsive.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Feasibility Assessment for Assisting in the Insourcing of RIDOT Fleet Maintenance and Repair Activities

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS

a) INTRODUCTION

- a) The Rhode Island Department of Administration, Division of Purchases, on behalf of the Department of Transportation, hereby solicits proposals from qualified respondents to provide a comprehensive study for assisting in the insourcing of RIDOT Fleet Maintenance and Repair Activities. This solicitation and any subsequent contract award shall be by the Division of Purchases' Procurement regulations and General Conditions of Purchase (available at www.purchasing.ri.gov).
- b) This is a Request for Proposal (RFP), not an Invitation for Bids. Responses shall be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases, other than to name those Respondents who have submitted proposals.
- c) The Respondent selected for contract award, or any subcontractor(s) by the Respondent to assist with the project shall not be eligible to bid on any underlying contractor services for the construction of this project.

1.2) NOTIFICATIONS TO RESPONDENTS:

- a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete and accurate submission as described herein shall result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must register with the Division of Purchases. For information of registering, please see the Division of Purchases' website at www.purchasing.ri.gov under the heading "Vendor Registration Information".
- c) All proposals should include the Respondent's FEIN or Tax Identification number as evidenced by an IRS Form W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP shall be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.
- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be

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withdrawn, except with the express written permission of the State Purchasing Agent.

- g) All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, R.I.
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder (s).
- j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State’s goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or Charles.Newton@doa.ri.gov, Visit the website <http://www.mbe.ri.gov/>
- l) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail rlambert@gw.doa.state.ri.us
- m) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor’s services are clearly stated in the Respondent’s proposal.
- n) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases’ website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases’ website for updated solicitation information and addenda.

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- o) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Respondent, as necessary, to serve the best interests of the State.

SECTION 2 – BACKGROUND

- 2.1) The Rhode Island Department of Transportation (RIDOT) currently employs eight hundred fifteen (815) registered pieces of equipment which include vehicles for snow fighting operations, dump trucks, pick-up trucks, and a variety of heavy equipment (hydraulics) utilized in the maintenance and repair of State roads. The majority of the repairs and maintenance of this equipment is currently outsourced utilizing the vendors on the State's Master Price Agreement and a minor portion of the work being performed in-house.

The purpose of this project is to fully assess the current state of the fleet and provide recommendations to enhance the efficiency, utilization, reliability and availability of the resources. In addition, RIDOT is pursuing the development of a new fleet service facility within the next year and will utilize the recommendations developed through this project to identify the specific site requirements that would be desirable to achieve success in the immediate future and long term.

SECTION 3 – PROJECT OBJECTIVES/PROJECT SCOPE

- 3.1) The selected vendor shall provide a report containing the results of a comprehensive feasibility study which will enable RIDOT to determine if insourcing or outsourcing, or combination thereof, is the most economical and practical solution to address the vehicles maintenance and repair requirements.
 - a) Provide an assessment of current fleet management organizational structures, staffing levels, facilities and equipment, and identify the business practices required for an in-house fleet program and the determination of the feasibility of enlarging versus outsourcing the Motor Pool's vehicle maintenance and repair program.
 - b) The development of strategic fleet performance measures.
 - c) Fleet replacement program to include documentation in the optimal vehicle replacement cycle development, fleet replacement planning, replacement prioritization and budgeting, replacement financing, and replacement funding levels.
 - d) Identify the circumstances under which RIDOT should continue to supply vehicles for commuting purposes and those under which it should continue to reimburse operators for the use of their personal vehicles.
 - e) Insourcing feasibility study aimed at determining the costs and benefits of insourcing fleet management activities currently performed by the vendor community. This task

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shall include a Return on Investment (ROI) that specifically includes, but is not limited to, assessment of current external repair costs (parts & labor).

3.2) REQUIRED SERVICES:

- a) Identify service delivery requirements.
- b) Identify workforce requirements.
- c) Identify infrastructure requirements.
- d) Identify management process and systems requirements.
- e) Estimate costs of all additional resources and services required to insource fleet maintenance & repair activities.
- f) Identify net benefits (costs) of insourcing

3.3) DELIVERABLES:

At the conclusion of the three month period, it is anticipated the following deliverables will have been completed:

- a) Determine requirements for in house-performed services (annual labor hours and parts by asset category, e.g., heavy equipment versus light-duty vehicles; by service category, routine maintenance & repairs). Identify services to be performed in house and those that should continue to be outsourced
- b) Ascertain capacity and capabilities (e.g., experience, technical expertise, certifications, etc.) of current personnel to assume additional fleet management and M&R responsibilities
- c) Identify additional staffing requirements and associated capabilities and responsibilities of each new/additional position required (managers, supervisors, maintenance technicians, parts technicians, etc.)
- d) Develop recommended organizational structure
- e) Identify needed changes/additions to existing employee position classifications, associated qualifications requirements and compensation levels, and position descriptions
- f) Identify additional personnel training requirements
- g) Define work bay requirements
- h) Define parts room requirements

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- i) Define ancillary facility space and layout requirements (wash bay, M&R material and supplies/tool/shop equipment storage, offices, meeting/training/lunch room(s), lavatories, equipment storage and staging, etc.)
- j) Define major shop equipment requirements (lifts, cranes, fluid dispensing systems, etc.)
- k) Define exterior parking and staging requirements (ready line, deadline, employee parking, vehicle in servicing, etc.)
- l) Examine and assess adequacy of existing RIDOT facilities (if any) to accommodate defined requirements (does not include a structural or mechanical condition assessment of the facilities)
- m) Identify existing facility and site modification requirements (if applicable)
- n) Identify new site acquisition and facility construction requirements (space requirements and major facility characteristics)
- o) Review and assess adequacy of current fleet management and M&R business processes (policies, procedures, forms, reports, etc.) relative to requirements for in-house M&R
- p) Identify needed changes/additions to existing business processes, SOPs, and associated training requirements
- q) Review and assess adequacy of existing fleet management-related data capture, storage, processing, analysis, and reporting systems and associated personnel capabilities
- r) Identify needed changes/additions to existing management information software, hardware, and analysis and reporting capabilities, and associated training requirements
- s) Estimate costs of all additional resources and services required to insource fleet maintenance & repair activities:
 - a. Personnel salaries and fringe benefits
 - b. Facilities and capital equipment design, modification/construction, and/or acquisition
 - c. Parts, materials, and supplies
 - d. Computer hardware and software, including implementation services
 - e. Training, policy and procedure development, and other professional services
 - f. Quantify quality of current outsourced M&R services
 - g. Identify annual avoidable costs of insourcing M&R activities currently outsourced to commercial service providers
 - h. Identify annual costs of performing M&R activities in house
 - i. Compute net annual benefits (or costs) of insourcing

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SECTION 4 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

4.1) RESPONSES:

- a) Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (70 points max) and Part Two is a Professional Fee proposal (30 points max). Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in **separate sealed envelopes**.
- b) **Part One – Technical Proposal**
 - a. The Technical Proposal will be evaluated on the following criteria (All Respondents must receive a minimum score of 55 points on the Technical proposal. Respondents not scoring at least 55 points will not be considered for fee proposal evaluation).
 - b. **Experience of the Respondent and Project Principals (0-30 points):** Describe the respondent's and the respondent's consultants' general experience as well as its specific experience and qualifications for fleet management and facility feasibility projects of this size and scope. List the percentage of work to be completed by the respondent and the percentage to be completed by sub consultants. Indicate the plan for compliance with the State's MBE requirements.
 - c. Proposals must provide answers to the following questions:
 - i. What experience does the Respondent have with performing analysis of state DOT (or similar) fleet programs of a similar size, scope and use; provide a list of at least three projects? What experience does the Respondent have with providing analysis for insourcing versus out-sourcing fleet repairs and determining return on investment (ROI) for the agency?
 - ii. Are staff and consultants assigned to this project experienced with fleet projects of similar size, scope and use?
 - iii. Has an organization chart of the respondent and any sub-consultants been provided for the project, indicating also MBE status for any respondent?
 - iv. Is the cost estimator familiar with projects made up of the use groups defined as to be part of the program?

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- d. **Project Plan (0-30 points):** This section shall describe the respondent's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. It **must** include a project schedule with personnel or firms assigned to project tasks.

Respondents must provide answers to the following questions:

- i. Does the plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this project?
 - ii. Does the plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?
 - iii. Does the proposed plan appear sensitive to budget and time constraints?
 - iv. Does the plan address relevant design and program issues by providing possible solutions?
 - v. Does the Respondent identify both constraints and opportunities posed by this project?
 - vi. Is there a project schedule provided by the Respondent and is that schedule achievable?
 - vii. Does the Respondent describe their current workload and the availability of their personnel to perform the project?
- e. **References (0-10 Points):** Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar size and scope and use to the proposed project. These individuals may be contacted by members of the selection committee for further information.

Respondents must provide answers to the following questions:

- i. Were the references provided related to projects of a similar size, scope and use to the proposed project?
- ii. Did the Respondent's final project provide a good response and program fit?
- iii. Did the Respondent identify problems and issues in a timely and complete manner?

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- iv. Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?
- v. Did the projects come in on time and in budget? If yes, what was the budget and what was the number of change orders on the project?
- vi. Did the Respondent adequately research relevant fleet issues?
- vii. Was the Respondent's planning process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?

c) Part Two – Professional Fee Proposal

- a. Fee proposal will be evaluated (respondents that met minimum of 55 points in Part One) on the following criteria (will represent 30 points max):
- b. The Fee proposal shall be submitted in a **separate, sealed envelope**.
- c. The Fee proposal shall be submitted as a Lump Sum price.
- d. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for all phases of the project.
- e. The proposal with the lowest opened Professional Fee proposal shall receive the full **30 points**. The other opened Professional Fee proposals shall be allocated points prorated in correlation to the lowest Professional Fee proposal (e.g. a bid of twice the amount of the low bid will receive 15 points). Professional Fee proposal points are determined by the following formula: $x/n (y) = \text{points awarded}$; whereas "x" = lowest opened bid, "n"= any bid under consideration, and "y"= 30 points.
- f. All services described in this RFP must be included in the proposal with **no exclusions**, and a lump sum fixed fee (dollar amount) must be provided; or the proposal shall be rejected as being non-responsive.
- g. Notwithstanding the above, the State reserves the right not to award this contract or to accept or reject any or all responses, and to award in its best interest.

4.2) TENTATIVE SCHEDULE & DELIVERABLES DATES:

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RFP Announcement	September 2014
RFP Question Due to Purchasing	September 25, 2014
RFP Submission Due to Purchasing (11:30am)	October 2, 2014
Purchase Order Issued	November 2014
Project Starts	November/December 2014
Project Completion (90 days after award)	February/March 2015

4.3) PRE-SUBMISSION QUESTIONS, PRE-SUBMISSION MEETING

- a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at lisa.hill@purchasing.ri.gov no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP # (found on page 1 of this solicitation) on all correspondence. Answers to questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.

4.4) PROPOSAL SUBMISSION

- a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and "Feasibility Assessment Study for Assisting in the Insourcing of RIDOT Fleet Maintenance and Repair Activities".

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

- b) **Reminder:** Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The "official" time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.

4.5) ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described in Section 3.1 proposals must include the following:
 - a. A completed and signed four-page RIVIP generated Respondent certification cover sheet (downloaded from the Division of Purchases' website <http://www.purchasing.ri.gov>)

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- b. A completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, should only be included in the original copy.
- c. In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CD-ROM, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked "Original".

4.6) ADDITIONAL TERMS AND CONDITIONS

- a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor's submission.
- b) The successful offeror shall be solely responsible for meeting all terms and conditions specified in this RFP and in any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Division of Purchases reserves the right to clarify the terms and conditions of any proposal submitted. The Respondent recommended for contract award will be notified by the Division of Purchases. The selected Respondent must agree to provide all deliverables by the dates established in the final work plan and schedule.
- c) The selected Respondent must complete the scope of services in this RFP within the time frame specified in the final work plan and schedule and shall be required to appoint a representative from their respondent who will act at their project manager and who will be responsible for seeing that all services are performed with the final work plan and schedule. The selected Respondent shall not change its designated representative during the project without prior written consent from the Rhode Island Department of Transportation/Division of Highway & Bridge Maintenance.