



New Orleans Regional Transit Authority

Request for Technical Proposals (RTP)

RTP # 2024-01

Project Name: Zero-Emission, Resilient Fleet Planning

Project #: 2023-FL-02

Project Type: Administration, Operation and Transit Facilities

To: All firms pre-qualified through RTA RFQ #2020-035

RTP SUBMISSION TIMELINE

RTP Release Date: January 3, 2024

RTP Proposals Due: **January 31, 2024**

Advance Questions Deadline: January 19, 2024

Responses to All Questions Posted: January 24, 2024

Contract Intent Award Notification: February 7, 2024

OVERVIEW

The New Orleans Regional Transit Authority (RTA) is soliciting proposals from firms pre-qualified through RTA's Request for Qualifications #2020-035 for On Call Architecture and Engineering Services. RTA is issuing this Request for Technical Proposals (RTP) for a firm to advise and support preliminary evaluation and planning activities required for the acquisition and integration of Lo/No Emissions Vehicles and related infrastructure in the RTA network and facilities.

BACKGROUND

In Spring 2023, RTA was awarded a major FY23 Lo/No Vehicle Emission Grant. The award will fund a major effort to transition to a zero-emission, resilient fleet with 20 BEBs, a 20MW solar power based microgrid, charging infrastructure, and workforce development.

The RTA is issuing this RTP to identify pre-qualified firms to provide key preliminary tasks, described in the Scope of Service, not eligible for grant funding in advance of the implementation of said award.

SCOPE OF SERVICES

Task 1: Review and Recommendation for Project Delivery Options

1.1 Inventory and Analysis – Understanding Project Context and Goals

- a. Review RTA's Zero-Emission Fleet Transition Plan to understand the RTA's goals and priorities related to this transition and any associated details that could influence or affect the type or nature of the proposed project delivery method;
- b. Review RTA's existing procurement policies and guidelines (and any other associated local or state procurement rules) to understand the limits of authority that currently can be exercised by RTA in the implementation of the grant;
- c. Review RTA's approved Section 5339 Grant Application to determine RTA's stated goals, priorities and commitments for the project and any FTA comments related to the grant application and approval, as these details could impact the preferred delivery method for the project; and
- d. Review RTA's current and future capital and operations budgets and service plans for their system to understand how these investments and operational characteristics could impact delivery options and project parameters.

1.2 Project Implementation and Delivery Workshop

Prepare background materials for and conduct a Project Delivery Workshop with RTA leadership in order to inform RTA of past, current and future delivery options related to this project type, provide case studies of comparable projects to illustrate the advantages and disadvantages of various delivery methods, and solicit RTA input on key decision parameters and priorities for the project that could guide the ultimate delivery method selection.

1.3 Evaluation and Ranking Matrix and Recommendations

- a. Project Delivery Method Evaluation and Ranking Matrix - Prepare a matrix evaluation of the potential delivery options for the project and then rank these options as to their ability to meet the goals and priorities of RTA. Evaluation and ranking criteria could include: schedule, cost, control/management of process, risk avoidance, ownership/operations scheme, DBE participation, community relations, etc.
- b. Present this Evaluation and Ranking Matrix to RTA leadership for their review and input, and based on their input, provide a final recommended delivery method to RTA for their consideration.

1.4 Executive Summary and Recommendation

Based on the results of the Workshop, RTA's review and input of the Ranking Matrix, prepare an Executive Summary deliverable for RTA that provides a high-level examination of our research, analysis, RTA's input and our final project delivery method recommendation for RTA's FTA FY 2023 Low or No Emission Vehicle Program (Low-No) project.

Task 1 Deliverable(s):

1. Executive summary memo to include workshop, research and analysis synthesis, Ranking Matrix, and final recommendation for project delivery

Task 2: Preliminary Project and Site Planning

2.1 Define evaluation criteria to be used for facility selection

Suggested criteria: Service compatibility; power availability, facility compatibility, cost, equity, resiliency.

2.2 Equity analysis

Equity statistics by route and facility

2.3 Resiliency analysis

Resiliency statistics for each facility location – Flood plain etc.

2.4 Facility condition assessment

- a. Utility existing conditions
- b. EDR/substation
- c. Power availability
- d. Existing site layout and constraints

2.5 Define facility program

- a. Electrical infrastructure
- b. Chargers
- c. Pantograph connections
- d. Gantries for pantographs
- e. Microgrid infrastructure
- f. Fire suppression
- g. Requirements for all infrastructure and equipment
- h. Transportation Operations requirements
- i. Maintenance Operational requirements
- j. Other operations on sites such as paratransit/non rev/OCC

2.6 Prepare design concepts and evaluate against evaluation criteria

- a. Option 1 – East only
- b. Option 2 - A. Philip Randolph only
- c. Option 3 – Both

2.7 Present Selected Option

Task 2 Deliverable(s):

- 2. Technical memo detailing the results, analyses, program, options and recommendation of tasks 2.1-2.7

Total Budget: \$150,000

Desired Start Date: March 1, 2024

Estimated Contract Length: 5 months

Actual contract period may vary, depending upon service and project needs.

PROPOSAL REQUIREMENTS

Interested applicants must provide RTA with the following information and responses to questions stated below. RTA reserves the right to accept other than the lowest price offer and to reject all quotes. If a satisfactory contract cannot be negotiated in a reasonable time with the selected Respondent, then RTA, in its sole discretion, may terminate negotiations and reissue a Request for Quote, a Request for Qualifications, Request for Technical Proposals, or a Request for Proposals or it may determine that no project will be pursued.

Contractor Information (1 page)

- Contractor Name
- Contractor Address
- Name of Contact Person
- Contact Phone Number
- Contact Email Address
- Date Submitted to RTA

Project Understanding (maximum of 1 page)

Outline objectives of the project, significant opportunities and constraints and key issues.

Experience (maximum of 2 pages)

- Reference projects from submitted qualifications that demonstrate experience relevant to the Scope of Services
- Provide brief description of any additional projects considered relevant to the Scope of Services

Project Team (maximum of 2 pages)

- Describe the staffing structure proposed for services under this RTP
- Provide narrative information on the proposed project roles and responsibilities and qualifications of project principals and key staff members, including subcontractor staff.
 - You may propose team members not listed in the prequalification application. Changes to the staffing should be reflected in the current proposal document. For staff not included in the prequalification application, please also include:
 - A written assurance that all individuals not listed in the pre-qualification application and identified on the current RTP will be performing the work and will not be substituted with other personnel or reassigned to another project without RTA's prior approval.
 - A resume for each new staff person (page limit of 2 pages per staff person. These pages do not count towards 2 page section limit).

Proposed Project Plan (maximum of 5 pages)

Using the Background and Scope of Services sections above as a guide, propose a project plan, which details your proposed project approach. The proposed project plan will be subject to review and adjustment by RTA during the initial phase of evaluation. Include what provisions are identified for dealing with potential impacts, impediments, or conflicts. Provide any additional adjustments or details necessary to perform the Scope of Services for the price provided in the Cost Proposal, below. Include estimated timeframes for the identified project activities.

Cost Proposal

- Estimated number of hours and cost per activity or deliverable listed in the Proposed Project Plan to complete the Scope of Services
- Estimated total amount for other costs, such as travel, report development, printing
- Total number of hours
- Total, lump sum, cost for all services under this RTP

SELECTION CRITERIA

Narrative responses to the Experience, Proposed Staff Qualifications and Proposed Project Plan prompts above will be reviewed and scored. Point allocations per prompt are as follows:

40% - Firm's demonstrated experience within the Administration, Operation and Transit Facilities category of work

40% - Firm's approach to meet the needs and deliverables described

20% - Estimated costs proposed for the completion of the scope of services

INSTRUCTIONS FOR RTP QUESTIONS AND COMMUNICATIONS

In lieu of a pre-proposal conference and to ensure fair and equal access to information about this RTP, questions may be emailed to dnorton@rtaforward.org. Questions must be received by 5:00pm CST on the date listed in RTP Submission Timeline. No questions will be accepted after the deadline. A summary of all questions and responses pertaining to this RTP will be emailed to all pre-qualified firms by 5:00pm CST on the date listed in RTP Submission Timeline.

INSTRUCTIONS FOR RTP SUBMISSION

Firms should email their proposals to dnorton@rtaforward.org. All proposals must be received by 5:00pm CST on the date listed in RTP Submission Timeline. Upon receipt of proposals, applicants will receive an email indicating that the submission has been received.