

Request for Proposals

Zero-Emission Bus Consultant

September 2021

INTRODUCTION

CUTA is hereby forwarding its Request for Proposals for the services described below. The objective of the project is to acquire the assistance of a zero-emission bus expert to assist CUTA operations and members.

BACKGROUND

CUTA is an industry association whose members include transit systems that carry 95% of Canada's riders, public bodies, companies that supply the sector, and experts in urban mobility. In order to align with greenhouse gas emission targets, many CUTA members are adopting or exploring some form of a zero-emission vehicle strategy.

OBJECTIVES

To procure a zero emission bus expert that will assist CUTA on an as-needed basis with:

- Knowledge of battery, hydrogen and other low emission technologies
- Knowledge of implementation and retrofitting of zero-emission busses and infrastructure
- Assisting transit systems with preparing for and implementing ZEB technologies
- Assisting transit system with an understanding of available funding options
- Producing reports, events, industry programs and advocacy around ZEB technologies

NOTICE OF INTEREST

In order to ensure all follow up communications are only sent to those interested, please notify Simon Minelli of your interest by end of day September 8th, 2021 to be added to the distribution list which will include items such as the Q&A results and any addendums. Notifications of interest can be sent to Simon by email at minelli@cutaactu.ca.

SCOPE OF WORK

Duration: The remainder of 2021 and all of 2022.

On a part-time basis, the consultant will:

- Attend meetings with CUTA staff and members, as needed
- Develop reports on ZEB topics helpful to members, as required
- Develop content for meetings, workshops, events, etc
- Consult with businesses and members on ongoing ZEB projects
- Provide CUTA with technical information and general knowledge of the state of the industry and industry trends
- Assist CUTA with developing strategy as to how to best assist members with ZEB implementations

The successful proposal will meet the following qualifications, in order of importance:

- Technical knowledge of low-carbon propulsion systems such as battery-electric, hydrogen and hybrid systems
- Technical knowledge of charging systems and retrofits
- Experience in the implementation of a zero-emission bus fleet, including charging infrastructure
- Experience in planning for a ZEB implementation
- Understanding of methods for funding ZEB projects, including available subsidies
- Understanding of considerations required for a ZEB implementation
- Understanding of the ZEB and transit landscape in Canada
- Experience creating reports, running meetings and workshops
- Experience consulting with various individuals to understand and assess their needs, abilities, etc.

While a specific individual is preferred, a team with different skillsets will also be considered.

INFORMATION FOR SUBMISSIONS

One electronic copy, Portable Document Format (PDF), of a submission is to be provided and must not exceed 5 pages, excluding relevant appendices. Submissions shall include the following information:

1. General

- a) Name, address, telephone number, and e-mail address of the consultant
- b) Identification of any and all parties in a joint venture, including sub-consultants

2. Qualifications

- a) A general description of the qualifications of the firm must be provided
- b) Identification of members to be assigned to the project team, including any sub-consultants and relevant experience
- c) A resume of the individual must be included. If a team is being proposed, include brief descriptions of the team and responsibilities with details about how the team will work together and include resumes of the team members in an appendix.

3. Project Experience

- a) Brief documentation of at least 3 significant projects of relevant size and scope, with project descriptions and proposed project team members' involvement and their respective roles, together with a brief description of any other projects of relevance, must be provided. Samples of relevant previous work are useful in demonstrating this experience and may accompany the submission in electronic format.
- b) Project experience should be mapped specifically to the personal experience of individuals proposed to work on the assignment.

4. Execution

- a) Details about how the firm will work with CUTA staff to make themselves available and co-orientate business strategy, tasks, meetings, etc.
- b) The firm should describe their general availability and any constraints on their time.

5. Costing

- a) Proponents answering this Request for Proposal should provide a time-and-material cost solution, with a maximum budget of **\$150,000** for the entire project, not to exceed \$50,000 within 2021.
- b) The fee proposal shall be provided with hourly rates for any and all tasks related to the scope of work.

8. Proposed Payment Schedule

The consultant will be responsible for submitting monthly work logs to CUTA, outlining the number of hours worked, and the type of tasks performed. Quarterly payments will be made to the consultant based on the amount of work performed.

9. RFP Dates and Activities

- a) Release of Proposal September 3

b) Pre-submission Bidder's Virtual Q&A	September 9
c) Submission Date	September 17
d) Candidates shortlisted*	September 24
e) Candidate Interviews**	September 27 – October 1
f) Submission awarded	October 8
g) Contract finalized	October 15

* A shortlist of candidates that meet most qualifications will be selected for interviews

** 30 minute interviews with the shortlisted candidates will occur

10. Questions and the Pre-submission Bidder's Q&A

Written questions and clarifications will be accepted until September 9th and can be submitted to Simon Minelli by email at minelli@cutaactu.ca.

There will also be a phone Q&A on September 9th 2:00 PM – 3:00 PM EST. Call in details are provided:

Dial in number: 647-426-9166

Guest Passcode: 637 016

A written response of all questions and answers will be sent out by end of day September 13th.

SUBMISSION GUIDELINES

Proposals will be accepted until September 17th at 16:30 EST.

You will receive an acknowledgement of receipt email by the day following the submission at 17:00 EST. If you do not, contact Simon Minelli (minelli@cutaactu.ca, 647-563-1544) immediately.

Proposals are to be submitted in electronic form as a Portable Document Format (PDF) to:

Simon Minelli
Director of Research, Technical Services and Industry Programs
Canadian Urban Transit Association
Tel: 647-563-1544
E-mail: minelli@cutaactu.ca

This initiative requires qualified individuals to perform the services as outlined. Only **English** proposals from those with demonstrated related experience and expertise will be considered.

EVALUATION CRITERIA

Responses will be evaluated and ranked using the following criteria and weighting:

Evaluation Criteria	Points	Weight	Sub-Total
1. Relevant Knowledge	0 to 10	3.5	35
2. Relevant Experience	0 to 10	3.5	35
3. Interview Responses	0 to 10	2.0	20
4. Knowledge of Canadian Transit Industry	0 to 10	1.0	10
Total			100

In the event of two or more submission having an identical score, the submission with the lower average hourly rate will be given preference.

Additional Notes

- Costs associated with the preparation of the proposal are the sole responsibility of the proponent and CUTA shall neither bear nor incur liability for such costs.
- Proposals received after the due date will **not** be accepted. Proposals are considered received upon reaching our offices (virtually – electronic copy by email). CUTA assumes no liability for difficulties experienced in transmission. Electronic submissions will receive acknowledgments via email. If no acknowledgment is provided regarding the submission by 17:00 EST on the day following submission, then proponents must contact CUTA immediately.
- Any errors or inconsistencies in the Proposal shall be subject to CUTA’s interpretation. CUTA’s right to accept or reject any or all proposals, whether or not they conform to the Proposal documents or to cancel the Request for Proposal at any time prior to the Notification of Award is expressly reserved without liability to CUTA.
- At its discretion, CUTA reserves the sole right to discuss or clarify the Proposal of a proponent in order to satisfy itself as to the intent of a proposal. Proposals will be reviewed and may be short-listed for an interview.