



Technical Assistance for the Alternative and Renewable Fuel and Vehicle Technology (ARFVT) Program

California Energy Commission

Request for Proposals

RFP # 600-12-604

Pre-Bid Conference

Date: January 23, 2013



AGENDA

- 10:00** **Welcome and Introductions**
 Sarah Williams, Energy Commission Specialist
- 10:15** **RFP Overview**
 Aida Escala, Energy Commission Specialist
 Sarah Williams, Energy Commission Specialist
 Chris Craig, Commission Agreement Officer
- 11:00** **Questions and Answers**
 Aida Escala, Sarah Williams, Andre Freeman, Emerging Fuels
 and Technologies Office, and Chris Craig, Contracts Office
- 12:00** **Conclusion**



Purpose of RFP

Hire an experienced, full-service contractor team (composed of a Contractor and subcontractors) to provide technical support services and engineering consultancy services for the Energy Commission's ARFVT Program.

A single company, not a group of representatives from different companies, must submit a proposal as the prime contractor.



Purpose of RFP

- Prime contractor will be responsible for all contract duties, will direct team members, and will participate in technical work assignments.
- Contractor team must have extensive consulting experience in alternative fuels and technologies.
- This is a Work Authorization (WA) contract. No work other than Task 1- Agreement Management shall be undertaken, unless authorized by the Energy Commission through a WA that specifies tasks, deliverables, and costs.



Definitions

Request for Proposals (RFP): The competitive method used for this procurement of services. Submitted proposals shall be evaluated by an Evaluation and Selection Committee with the award made to the bidder receiving the highest points.

Bidder: Respondent to this RFP.

Proposal: Formal written response to the RFP from the bidder.

Work Authorization: Authorizes the Contractor to perform work on specific tasks, and details the Scope of Work, deliverables, costs, and budget for each work assignment.



Funding Information

1. Maximum of up to \$2,000,000 available for contract resulting from this RFP.
2. \$1,000,000 is currently available. Remaining balance of \$1,000,000 contingent upon funds being allocated and needed.
3. Hourly rate plus cost reimbursement contract.
4. Energy Commission reserves the right to reduce the contract amount if budgeted funds do not provide full funding of Commission contracts.



Eligible Bidders

1. Private entities, non-profit organizations, and public sector entities that can meet the solicitation requirements are eligible.
2. Private sector entities must agree to use the Energy Commission's standard terms and conditions.
3. The University of California or the U.S. DOE National Laboratories must use either the standard or the pre-negotiated terms and conditions.
4. Public entities may participate as subcontractors if they cannot meet requirements or agree to the terms.
5. Bidders must meet solicitation requirements.



Program Overview

- AB 118 created the Alternative and Renewable Fuel and Vehicle Technology (ARFVT) Program.
- Annual program budget is approximately \$100 million.
- Provides funding to projects that develop and deploy innovative transportation technologies to reduce California's GHG emissions and dependence on petroleum.



Scope of Work

Task 1- Agreement Management

- 1.1 Kick-off Meeting
- 1.2 Invoices
- 1.3 Manage Subcontractors
- 1.4 Progress Reports
- 1.5 Critical Project Reviews
- 1.6 Final Reports
- 1.7 Prepare and Manage Work Authorizations



Scope of Work

Task 2- Evaluate Project Proposals

2.1 Review and evaluate project proposals.

2.2 Prepare draft and final Technical Assessment Reports.



Scope of Work

Task 3- Confirm Project Built to Technical Specifications

3.1 Conduct site visits to confirm that construction conforms to the project design and technical specifications as stated in the agreement.

3.2 Prepare Construction Verification Reports.



Scope of Work

Task 4- Project Troubleshooting

4.1 Assist the Energy Commission in identifying technical problems in projects, trouble shooting problems and proposing solutions.

4.2 Prepare Project Consultant Reports

4.3 Monitor corrective actions to resolve the technical problems



Proposal Requirements

REQUIRED FORMAT FOR PROPOSAL RESPONSE

- Consists of Two Sections
 - Section 1 – Administrative Response
 - Section 2 – Technical and Cost Proposal



Section 1, Administrative Response

Every Proposer must complete and include the following in Section 1, Administrative Response:

- Cover Letter
- Table of Contents
- Contractor Status Form
- Small Business Preference Certification (if applicable) (Or Non-Small Business Preference)
- Completed DVBE forms
- Bidder Declaration Form GSPD-05-105



Section 1, Administrative Response

- Signed Contractor Certification Clauses
- Target Area Contract Preference Act Forms (if applicable)
- Enterprise Zone Act Forms (if applicable)
- Local Agency Military Base Recovery Act Forms (if applicable)



Section 2, Technical Proposal

Every Proposer must complete and include the following in Section 2.

- Approach to Tasks in Scope of Work
- Team Organizational Structure
- Project Team Experience and Qualifications
- Labor Hours by Personnel and Task
- Client References
- Hypothetical Exercise
- Previous Work Products
- Budget Forms



Section 2, Cost Proposal

Every Proposer must complete and include the budget forms found in Attachment 7 of the solicitation.

- Prime Labor Rates -Att B-1
- Labor Rates for each Subcontractor - Att B-1a-z
- Prime Non-Labor Rates - Att B-2
- Non-Labor Rates for each Subcontractor - Att B-2a-z
- **Loaded Rate Calculation – Att B-3 (for evaluation purposes)**
- **Loaded Rate Calculation for Subcontractors – Att B-3a-z (for evaluation purposes)**



Small/Non-Small Business Preference

- Small Business Preference – Certified Small Businesses or microbusinesses can claim the five percent preference when submitting a proposal. See RFP, page 21 and Attachment 3.1 for more information.
- Non-Small Business Preference – Bidder commits to small or micro business subcontractor participation of 25% of net bid price. See RFP, page 21 and Attachment 3.1 for more information.



Disabled Veteran Business Enterprise (DVBE) Requirements

Full DVBE participation (3% of total Agreement amount)

Proposer commits to meet or exceed the DVBE participation requirements by either of the following methods:

Method A1 – Proposer is a Certified DVBE

Method A2 – Subcontractor is a Certified DVBE and will receive at least 3% of the Agreement amount



DVBE Incentive Program

The DVBE Incentive Program gives a contractor an opportunity to improve their bid status based on the efforts attained from the DVBE Participation Program. See RFP, page 28 and Attachment 3.1 for more information.

- The incentive computation is only applied during the evaluation process and only to responsible Bidders.
- The incentive points for awards based on high score are as follows:
 - Participation of 3.01% - 4.99% = 1 point
 - Participation of 5% or more = 2 points



Evaluation Criteria

- The Maximum Points Available under this RFP are 100
- Minimum Passing Score is 70 (70%)



Evaluation Criteria

Technical Score

Contractor Qualifications and Experience (20 Points)

1. Bidder's and Bidder's Subcontractors' Technical Qualifications and Experience in the following Substantive Areas:
 - (a) Electrical Power Systems
 - (b) Combustion processes
 - (c) Fluid mechanics and thermodynamics
 - (d) Chemistry



Evaluation Criteria

Technical Score

Contractor Qualifications and Experience (Continued)

- (e) Biological Sciences, including fermentation processes and metabolism
- (f) Solid mechanics
- (g) Economics and Finance-ability to provide comprehensive assessment of likely market viability of emerging fuels and energy technologies



Evaluation Criteria

Technical Score

Contract Management Ability (10 points)

- (1) The Bidder has an effective strategy to perform the tasks in the Scope of Work, including management of the contract resulting from this RFP (i.e., a multi-year contract with multiple personnel).
- (2) The Bidder has experience managing contracts/projects similar to the contract that will result from this RFP.
- (3) The Bidder has experience in developing cost-effective methods for managing subcontractor assignments, including methods for ensuring timely submission of quality work, efficiently assigning tasks, and efficiently following up on tasks.



Evaluation Criteria

Technical Score

Contract Management Ability (Continued)

(4) The Bidder has efficient methods to:

- (1) determine the budget status of each Work Authorization (WA) and the contract;
- (2) prevent cost overruns;
- (3) determine if each WA is on schedule;
- (4) determine that all deliverables have been submitted and accepted by the Energy Commission; and
- (5) track the start, progress, and closure of each WA.



Evaluation Criteria

Technical Score

Contract Management Ability (Continued)

- (5) The invoicing procedures that will be used for the contract are efficient and effective.
- (6) The Bidder can quickly verify charges before submitting them to the Energy Commission for reimbursement, and can resolve any discrepancies found as a result of the verification.
- (7) The Bidder's proposal provides clearly defined roles and responsibilities among the team members.



Evaluation Criteria

Technical Score

Response to Hypothetical Proposal (25 points)

This review should demonstrate the bidder's technical and subject matter expertise.

The proposal review shall be limited to a maximum of five (5) pages.

The proposal will be reviewed based on the following:



Evaluation Criteria

Technical Score

Response to Hypothetical Proposal (Continued)

- a) GHG Reductions - The bidder shall evaluate and make comment on the GHG reduction claims presented in the hypothetical proposal by completing the following:
- Analyze, verify and provide a summary of GHG reduction claims, identifying all assumptions and calculations used, as well as areas where more information may be required to produce a thorough analysis. (5 Points)
 - Provide references for information used to validate GHG reduction calculations, including but not limited to: California Air Resources Board regulations, CAGREET and peer reviewed materials. (5 Points)



Evaluation Criteria

Technical Score

Response to Hypothetical Proposal (Continued)

b) Market Viability, Economic Benefits, and Technology development Determination -

The bidder shall evaluate and make comment on the market viability, economic benefits and technology development claims presented in the hypothetical proposal by completing the following:



Evaluation Criteria

Technical Score

Response to Hypothetical Proposal (Continued)

- Analyze, verify and provide a summary of the market viability of the proposed project over the 2013-2020 time period, identifying all assumptions, relevant industry information, reference materials and calculations used. Bidder will highlight any areas where analysis differs from information provided in the hypothetical proposal. (5 Points)



Evaluation Criteria

Technical Score

Response to Hypothetical Proposal (Continued)

- Analyze, verify and provide a summary of the economic benefits claimed by the proposed project over the 2013-2020 time period, identifying all assumptions, reference materials and calculations used. Bidder will highlight any areas where analysis differs from information provided in the hypothetical proposal. (5 Points)
- Evaluate and summarize statements regarding technology advancements that would be promoted from the funding of the project under the hypothetical proposal. (5 Points)



Evaluation Criteria

Technical Score

Client References (5 points)

Each Bidder shall complete three Client Reference Forms. References will be evaluated based on their relevance to the work in this RFP, and their description of the Bidder's ability.



Evaluation Criteria

Technical Score

Previous Work Products (10 points)

Each Bidder shall provide at least one example of a similar work product for the services to be provided as described in the RFP.



Evaluation Criteria

Cost Score

Average Loaded Hourly Rate (20 points)

The Score for this criterion will be derived from the mathematical cost formula set forth below, which compares the cumulative average loaded hourly rate (ALHR) of all qualifying loaded hourly rates listed in the subject Bidder's Cost Bid, with the cumulative ALHR of all hourly rates listed in the Lowest Bidder's cost bid.

Lowest Team ALHR X 20

Bidder's Team ALHR



Evaluation Criteria

Cost Score

Cost Justification (10 points)

Bidder has justified all proposed personnel identified in its bid for all technical areas and functions to be performed by Prime and Team Members.



Tentative Key Activities and Dates

Deadline for Written Questions – January 23, 2013

Distribute Questions/Answers and Addenda – January 31, 2013

Deadline to Submit Proposals by 3:00 p.m. – February 25, 2013

Anticipated Notice of Proposed Award – March 28, 2013

Anticipated Commission Business Meeting – May 8, 2013

Anticipated Contract Start Date- June 30, 2013



Questions and Answers

- QUESTION AND ANSWER SESSION
- QUESTIONS ARE DUE BY January 23, 2013



Whom to Contact?

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