

East Tennessee Clean Fuels Coalition Request for Proposals for Truck Stop Electrification Equipment at the Plateau Travel Plaza in Crossville, Tennessee



Intent

The East Tennessee Clean Fuels Coalition (ETCFC), located in Knoxville, Tennessee, with funding from Region 4 of the Environmental Protection Administration (EPA), is requesting written proposals for selecting a contractor to provide turnkey services to electrify fifty (50) truck spaces at the Plateau Travel Plaza (PTP) through the now well-known process of truck stop electrification (TSE). This truck stop is located at Exit 320 (Genesis Road) on I-40 in Crossville, Tennessee. This request for proposals (RFP) will also seek partnership to report on the effectiveness of the electrification project in reducing mobile emissions from trucks utilizing the site. This project is funded by American Recovery and Reinvestment Act, or ARRA. The project will be a collaborative effort between the ETCFC, the PTP and the chosen contractor.

Background

The ETCFC is U.S. DOE's Clean Cities program's approved participant for the Eastern Tennessee area. We are one of the 80+ designated coalitions within the Clean Cities program. Our major purpose is to reduce petroleum fuels consumption within our borders, and improve regional air quality. Project opportunities like TSE are a fantastic "crossing over" projects because they create petroleum use reductions, reduce both locally and internationally important pollutants and focus on a critical additional facet of the first two's nexus: improving efficiency through idle reduction.

Since 2002, the ETCFC has been working to get alternative fuels, like electricity, in use by vehicles in East Tennessee. EPA region 4 has been a working partner of ours for a number of years, and we are proud to be a working partner of theirs, including through the "Southeast Diesel Collaborative" (SEDC).

RFP Summary

The maximum funding available for this project is \$569,440, requiring at least a 25 percent match of the amount of funding received, or an additional \$142,360 (also calculated as 20 percent of the project total cost, or \$711,800). The PTP will also be contributing cost share in addition to the above numbers. The successful contractor will be expected to supply the 25 percent required matching funds noted above. The successful contractor must provide a plan and budget that will:

1. Electrify fifty (50) spaces per the requirements outlined herein;
2. Advertise the electrification project to the potential client base;
3. Agree to an operating agreement with PTP for maintenance of the equipment for ten (10) years following installation, and
4. Provide utilization and other data on a monthly basis to ETCFC for a period of at least nine (9) years following installation.

Here is more specificity to what our team would like available in these 50 spaces:

1. 50 plug-in APU capable spaces focused on trucker plug-in capability but with an eye toward being able to charge other types of vehicles there in the future; and
2. 25 of those same 50 spots providing HVAC + potential other services. The HVAC systems can be fixed or portable, and all should have remote on and off capability.

Because of what is desired, one service provider/vendor may apply, but cooperative agreements are also encouraged! Essentially we mean mixed systems that are capable of working/communicating with one another. That can include using the same technology or software.

Crossville & East Tennessee Air Quality Status

In Tennessee, the majority of counties that are not meeting the current EPA standards for particulate matter (PM-2.5) and ozone are in East Tennessee, with the bulk including Knox and 4-5 surrounding counties. Cumberland County, of which Crossville is the county seat, is currently meeting all EPA standards for air pollution. However, counties surrounding those that are nonattainment contribute to the air pollution problems there, and Cumberland County touches Roane County, which is nonattainment for PM-2.5. Cumberland County lies almost due West of Knox County and most of the time, the wind rose points roughly east. Therefore, prevailing winds carry pollution eastward toward the collection of nonattainment counties. Additionally, with future growth and tightening regulations on air quality to work to improve public health, there is the chance that Cumberland County itself may one day become nonattainment. Therefore, this effort is working to be proactive and reduce idling pollution and its impact on Cumberland and the nearby nonattainment counties.

Project Description

The successful contractor must install and assist in the maintenance of fifty (50) electrified truck parking spaces as noted above which will be owned by PTP and installed at this location: 1897 Genesis Rd, Crossville, TN 38555. The technology used to accomplish this should require minimal equipment and modification to any truck using the electrification option. Systems that require extensive truck modification or customization will likely not be considered.

The successful contractor will be responsible for fulfilling all applicable requirements of U.S. EPA, and providing all reports and certifications as required herein. The successful contractor is encouraged to explore the potential for innovative amenities at this site. Additionally, the successful contractor will be responsible for securing all local zoning, building, or other clearances, and for complying with federal and state requirements regarding "Notice to Proceed" and related documents. This may include site-specific improvements due to a site plan review by the local government. The successful contractor must provide turnkey services, that is, must arrange for and include the cost of any subcontracts required in their proposal. Prospective bidders should note that there are only fifty (50) spaces at this site, so the project may not be enlarged. A graphic of the site is included as Attachment A.

Additionally, plans are in the works to seriously consider making this a model truck stop for the future where solar power may be installed after this project is complete to bring A LOT of attention to this site. The successful bidder could end up with a fair amount of press above and beyond what would typically be seen as spotlighting after the whole project is complete.

GUIDELINES FOR SUBMISSIONS

>> Proposal Format and Content

The format of the proposal should follow the suggested content outline below. The main content should be limited to no more than 10 pages, but some addendum space is provided (no more than 4 extra pages per any individual addendum that is added). The document should be in sufficient detail to present the prospective vendor's proposal and responses to the items requested. The proposals do not have to be 10 pages long, however, proposals will not be judged by the volume of material, and therefore should be as concise and thorough as possible without sacrificing clarity. The proposal must describe final product, contractor's costs, expected cost structure for customers, method to monitor utilization, maintenance program and costs, implementation schedule, budget, and reporting procedures.

The content should include the following information, as previously requested or described in this RFP, in the following order:

MAIN CONTENT

(10-page limit for all of the main content)

1. **Cover Letter**, dated, briefly introducing the prospective bidder's firm and subcontractors, if applicable, and providing all necessary company and contact information.
2. **Introduction**, including a brief overview of the technical approach to be used and specific capabilities and/or features of the technology proposed.
3. **Scope of Work and Project Time Line**, clearly describing in sufficient detail:
 - a) **Construction/Installation Plan** and schedule
 - b) **Plan for securing subcontractors, permits, and required services** (if not already identified)
 - c) **Estimated criteria pollutant reductions** assuming the utilization of the TSE equipment under several different utilization rates, such as 20, 35 and 50 percent.
 - d) **"Grand Opening" Plan** including advertising approaches to maximize utilization, as well as any SmartWay Truck Driver Benefit. This would include any benefit you will confer on a truck owner classified due to your status as an EPA "SmartWay Partner" (e.g., hourly discount, complimentary window adapter)
If due to the PTP owning the equipment they will be responsible for all discounts, adapters, etc., then simply clarify that. If your team has suggestions how best to maximize utilization, then please make suggestions to that effect.
 - e) **Post Installation Monitoring Plan**, which must measure monthly utilization of the equipment/technology on a 24-hour period and monthly utilization rate of truck stop on a 24-hour period. It must include documentation of energy consumption.
 - f) **Maintenance Plan**, explaining both how the site can or should be maintained by the PTP and how this approach is supported by the business model and experience of the prospective bidder for the long term.

4. **Key Project Staff** including the names and qualifications of the principals and staff working on the project, especially as it relates to any consultants or subcontractors who are Disadvantaged Business Enterprises (DBE) or Women-Owned Business Enterprises (WBE).

5. **Deliverables** should be listed. Any deviation from the required deliverables listed in the Project Description above must be described including an explanation of how the deficiency affects the project's ability to meet its goals.

6. **Cost Proposal** giving the total cost by major subcategories (deliverables), breakdown of expenses and amount of match the prospective bidder will contribute (both in-kind and capital costs). The match required for this RFP is 25 percent (25 percent of the funding requested, or 20 percent of the total project cost). In addition, prospective bidders should provide documentation of the total cost per space.

7. **Prospective Bidder Qualifications** should address experience and demonstrated success in implementing TSE projects at similar locations. The prospective bidder should provide the below noted information.

- ▶ A brief explanation of why the prospective bidder believes the consulting team is best able to complete the project, including a description of any unique qualities, expertise or experience the firm and individuals would bring to the project.
- ▶ A brief summary of the prospective bidder's relevant TSE experience.
- ▶ Assurance that the prospective bidder can complete the project within the timeframe set forth in this RFP, with a description of other commitments the lead firm will have during this period. Explanation of how the prospective bidder's business model supports long-term operation of advanced TSE projects at smaller sites.
- ▶ Three (3) references with key contacts and phone numbers.

8. **Product Warranty** terms and maintenance contract terms and conditions. Also average maintenance costs, frequency and personnel required using data for existing facilities if available.

ADDENDUMS

(Does not count against the 10-page, main content limit; please keep each addendum to 4 pages or less)

1. **Actual, Historical Equipment Data** such as income, expenses, usage by day, week, month and a detailed line item pro-forma with a *clear explanation* of all variables.

2. **Relevant Original Research Studies or Questionnaires** related to TSE and APU user preferences or comments may be attached at the discretion of the prospective bidder.

3. **Summaries of Sample Completed Projects** may be attached at the discretion of the prospective bidder, but should emphasize recent projects. The name and a very brief description of such projects should be given, including the associated timeframe for implementation of those projects.

>> Additional Questions

The following questions need to be answered somewhere in the proposal with regard to the system and equipment that is proposed to be used:

- ▶ On what basis is the installed capacity of the proposed HVAC equipment per spot is sufficient to heat and cool the cab?
- ▶ How do you deal with potentially stale air if you have an air return system? Is return air filtered?
- ▶ Is the system driver-side or passenger-side installed, or both? How does your system keep drivers from driving off with the window unit installed?
- ▶ Is it possible for truckers to reserve spaces, or to put a notification on a space that it is reserved? (Examples: green or red lighting, “reserved” indicator)
- ▶ Do you need an onsite building of any type, to store equipment, networking devices, etc.? If so, how much space will be needed?
- ▶ What is the best way to manage truckers who are TSE-equipment users from non-users? Since PTP is to manage, provide a plan or suggestions on how best to do this, and any related, expected costs.
- ▶ How will the project be completed so as to allow customers to use the facility during installation?

>> **Schedule**

The successful bidder will be expected to sign a contract within thirty (30) days following notification of award. The construction phase of the project is expected to be complete within six (6) months of contract approval by all parties. Please note this schedule includes time involved in acquiring all necessary permits and approvals, which shall be the responsibility of the vendor. The successful contractor will be expected, to provide a maintenance service and/or operating agreement for the site for a period of ten (10) years following installation. The contractor will provide utilization reports on a monthly basis to the ETCFC for nine (9) years from the date the site opens for public use.

>> **Pre-Submission Conference**

A telephone conference call will be conducted on Tuesday, September 8, at 1pm EDT, to respond to questions from prospective vendors/bidders. **The call-in number and conference code for said call is 800-444-2801, and the conference code is 7194191.** Prospective bidders are encouraged to call in at that time.

>> **Site Visit and Site Plan Available**

Site visits are available and encouraged for prospective bidders to ensure familiarity with the project and can be arranged by contacting Donald Demko (don@demkoinvestments.com, or 858-586-1770). A site plan is also available. Each bidder is responsible for the verification of final measurements for site layout.

>> **Bacon-Davis Act**

The Davis-Bacon Act of 1931 is a United States federal law which established the requirement for paying prevailing wages on public works projects. All federal government construction contracts, and most contracts for federally assisted construction over \$2,000, must include provisions for paying workers on-site no less than the locally prevailing wages and benefits paid on similar projects. Potential vendors just need to be aware of this act and the need to comply accordingly.

>> CLOSING DATE FOR SUBMISSION

Applicant vendors must submit one complete proposal to the following person and email address by **3pm EDT, Wednesday, September 30, 2009**:

- ▶ Jonathan Overly
- ▶ jgoverly@utk.edu

Only emailed copies will be accepted. Please turn all proposals into pdf files and submit via email; no faxed or mailed proposals will be accepted.

Contact Information

For ALL questions regarding this proposal, please contact Jonathan Overly, coordinator for the East Tennessee Clean Fuels Coalition, at 865-974-3625, or jgoverly@utk.edu. All questions and their responses may be periodically forwarded to all members of the project team as well as made available to other likely prospective bidders. As the need to share and convey information during this RFP response period arises, Website postings may be made to www.ETCleanFuels.org, thus be advised to check this site periodically for updates. If information is posted here, it will be readily accessible from the homepage of that Website.

SELECTION PROCESS AND SCHEDULE

A review team that will include the ETCFC and the PTP will review the proposals that are received. Should this team have questions clarifying any proposal, the appropriate TSE vendor will be contacted directly. The review team will review all proposals to identify those best meeting the criteria below and, in general, best suited to meet the goals of the project.

- ▶ The team may interview one or more finalists in person. The team to meet will decide where.
- ▶ The successful vendor/bidder will be selected for contract negotiation, using as an outline the requirements included in this RFP.
- ▶ Upon contract approval and signature by all parties, the contractor will receive approval to begin implementation of their project plan.
- ▶ Proposals will be evaluated at the discretion of the review team based on the following general criteria and 100 point-based system:
 1. Responsiveness to proposal requirements/deliverables; 50 spaces provided within the budget and timeline with matching fund contributed. Did you meet the requirements? – 40 points
 2. Reasonableness of proposal and project feasibility. How well does the project fit what is desired for this site? – 20 points
 3. Marketing plan – 15 points
 4. Likelihood of success based on the firm's TSE/APU experience, the plan presented and "homework" done in preparing the proposal – 15 points
 5. Qualifications of the firm, including principal(s) and staff – 5 points
 6. Response of references – 5 points

Selection Schedule *(subject to change)*

DEADLINE DATE	STEPS
Tuesday, September 1, 2009	RFP is distributed
Tuesday, September 8, 2009	Pre-submission conference call; 1:00 pm EDT
Wednesday, September 30, 2009	Closing date for submissions; due at 3:00 pm EDT
October 5-15, 2009	Selection panel reviews submissions
Friday, October 16, 2009	Interviews and presentations (if necessary); these could be conducted via phone or in person at the discretion of the review team
October 19-23, 2009	Contract Negotiation and Approval
Beginning of November, 2009	Installation begins
April 31, 2010	Installation complete and all equipment fully operational

Attachment A

Site graphic – 1897 Genesis Rd, Crossville, TN 38555

There are about 15 spaces in the northwest side of the property, and 35 spaces on the south/southwest area of the property.



Proposal last edited on 9/1/09.