

REQUEST FOR PROPOSALS for TRANSIT VEHICLES AND RELATED OPTIONS, EQUIPMENT AND ACCESSORIES

Issued by
THE DEPARTMENT OF
TRANSPORTATION THROUGH THE
STATE OF COLORADO



In collaboration with



SOLICITATION NUMBER [RFP 25-023 NM]

****MODIFICATION #1, REVISED 1/7/25 (yellow highlight)****

RFP WEBSITE: [<https://www.bidnetdirect.com/colorado>]

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RFP OVERVIEW

I. INTRODUCTION

This Request for Proposals (RFP) is being issued by the Department of Transportation through the State of Colorado (“Lead State”) in collaboration with the NASPO ValuePoint cooperative purchasing program. The purpose of this RFP is to establish one or more Master Agreements for **Transit Vehicles and Related Options, Equipment and Accessories**.

This solicitation is designed to structure contracts that will provide authorized users flexibility in purchasing public mass transit vehicles and related options, equipment and accessories. Public mass transit vehicles made available for purchase pursuant to any resulting Master Agreement will be based on two (2) primary purchase types:

1. Vehicles purchased by Authorized Users with federal grants (FTA grantees) that are compliant with FTA regulations or
2. FTA compliant vehicles purchased by Authorized Users without federal grants

The solicitation and resulting Master Agreements will be structured with four (4) categories outlined below. Electric bus line items are within each category.

Category 1 Motor Coach - A type of bus used for transporting passengers on excursions and longer-distance. Motor Coach buses often have a front door only, a luggage hold separate from the passenger cabin and can be equipped with facilities required for longer trips, including comfortable seats and a toilet. Motor Coach vehicles are typically 30-foot - 45 foot with forward facing reclining seats. These buses can be made wheelchair accessible and may also be configured for transporting prisoners.

Category 2 Trolley - A transit bus with an interior and exterior designed to look like a streetcar from the early 1900s. They typically hold 20 to 40 passengers.

Category 3 Transit - A type of bus with front and center doors, generally with a rear-mounted engine, low back seating and without luggage compartments or restroom facilities. Transit buses are typically used on a fixed route system. A 30-foot to 45 foot is the standard and the average life expectancy of transit bus chassis is about 12 years. Category 3 includes the following sub-categories:

- 3.1 Light Duty
- 3.2 Medium Duty
- 3.3 Heavy Duty
- 3.4 Low Floor
- 3.5 Alternate Fuel

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Category 4 ADA Accessible Van & Minivan - Regular Van: A factory-built 12- or 15-passenger vehicle (including the driver) manufactured by Ford, GM, Chrysler, or other *OEMs. These vehicles have side passenger doors, can be retrofitted with wheelchair lifts, and must meet **ADA requirements. The usual life expectancy of vans ranges from about 125,000 to 150,000 miles.

Minivan: A factory-built vehicle between a Sport Utility Vehicle (SUV) and a van. Examples are the Dodge Caravan and Chevy Astro. They hold seven passengers, including the driver. A wheelchair minivan that has gone through an extensive after-factory conversion. The firms performing this after-factory work raise the roofs and drop the floor of the minivans.

A standard factory-built van that a specialty retrofitter has significantly altered after leaving the van maker's factory. These retrofitters remove the seats and the top half of the van. Among the features are an extended-height roof, a specific wheelchair entry door, a front entry door with a convenient, low step for ambulatory passengers, and new seating with a center aisle. The conversion van has three-across seats: two-person seats on the driver's side and one person on the other. The usual configuration is eight ambulatory seats and one wheelchair tie (8) down.

Many states award both federal and state grant funds for the purchase of transit vehicles. Recipients of these grant awards include but are not limited to public transit agencies, units of local government (cities, towns, counties) and non-profit organizations. Federal Transit Administration (FTA) grant funding is provided for the bulk of these vehicle purchases and the Master Agreements (MAs) resulting from this RFP are subject to financial reimbursement by the FTA. Accordingly, federal requirements apply to the MAs and if those requirements change, then the changed requirements shall apply as required.

About NASPO ValuePoint

NASPO ValuePoint is a division of the National Association of State Procurement Officials (NASPO), a non-profit association dedicated to advancing public procurement through leadership, excellence, and integrity. In accordance with NASPO ValuePoint's Lead State Model™, the Lead State is issuing this RFP, evaluating responses, and establishing Master Agreements with the support and assistance of a Multistate Sourcing Team™ composed of individuals from other member states, representing a broad range of perspectives that ensure the RFP incorporates best practices recognized by public entities across the country.

Participation in NASPO ValuePoint Master Agreements is convenient and cost-effective for eligible entities—including state departments, institutions, agencies, and political subdivisions, federally recognized tribes, and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories—and suppliers, with no membership or registration required. In 2023, contractors reported a combined **\$20.5**

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billion in sales through NASPO ValuePoint Master Agreements awarded through cooperative solicitations like this RFP. This RFP constitutes the first iteration of a NASPO ValuePoint portfolio established for transit vehicles and related options, equipment and accessories, so no historical spend data exists. Market research and internal state membership polling indicate this to be a very attractive portfolio opportunity for NASPO Members.

More information about NASPO, NASPO ValuePoint, and the NASPO ValuePoint Lead State Model can be found at www.naspo.org and www.naspovaluepoint.org and in Attachment E, Participation Information.

II. GENERAL INFORMATION AND INSTRUCTIONS

A. RFP Contact. The following individual is the sole contact for this RFP:

Natalie A. Martinez
Purchasing Agent
State of Colorado, Department of Transportation
Natalie.a.martinez@state.co.us
(303) 757-9374

Because phone lines may not be consistently monitored, email is the preferred method of communication. The individual listed above is the sole point of contact for this solicitation. Initiating contact with anyone other than this individual may result in Offeror disqualification.

B. RFP Website. The following website is the sole official source for RFP information and updates:

<https://www.bidnetdirect.com/colorado>

Offerors will be required to register with the website to download the RFP documents and any addenda. If you experience problems with the RMEPS website, please call 1-800-835-4603, option #2 for assistance. There is no charge by Rocky Mountain E-Purchasing for this service. Offerors are required to acknowledge all addenda with their proposal. Offerors that do not acknowledge all addenda may be considered non-responsive.

C. RFP Documents. This RFP consists of this RFP Overview, the following attachments and categories, and any information or materials posted by the Lead State to the RFP Website, as amended:

Attachment A. RFP Terms and Conditions
Attachment B. Scope of Work
Attachment C. RFP Evaluation Plan

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Attachment D. Sample Master Agreement
Attachment E. Participation Information
Attachment F. Protest Information
Attachment G. Offeror Information, Acknowledgements, and Certifications
Attachment H. Offeror Response Worksheet
Attachment I. Cost Proposal
Attachment J. Proposed Modifications to Sample Master Agreement
Attachment K. Claim of Business Confidentiality
Attachment L. Federal Requirements
Attachment M. Federal Certification and Assurances
Attachment N. Authorized Dealer Worksheet
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Category 4. ADA Accessible Van & Minivan- Technical Specifications

D. Important Dates.

1. **RFP Open Date:** December 19, 2024
2. **RFP Pre-proposal Conference:** January 9, 2025, at 11:00 a.m. MST, Virtual, <https://meet.google.com/ect-pvkk-voy>
3. **RFP Q&A Round 1 Deadline:** January 14, 2025
4. **RFP Q&A Round 2 Deadline:** January 17, 2025
5. **RFP Close Date:** January 31, 2025

Attendance at the RFP Pre-proposal Conference is optional ***but strongly encouraged***, and registration is not required.

Prospective proposers are requested to submit written questions to the Purchasing Agent identified above, in advance of the Pre-Proposal meeting. In addition, questions may be submitted up to the date specified in Section II, General Information and Instructions, D. Important Dates.

Dates and deadlines are subject to change. Offerors should continue checking the RFP Website for the most up-to-date information.

E. How to Ask Questions.

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- 1. Read and review this RFP, including all attachments, categories, and amendments.**
2. For questions about the content of this RFP, contact the RFP Contact listed in Section II, A. RFP Contact of this solicitation only via email. The subject line of the e-mail shall clearly state "Questions for "RFP 25-023 NM" to facilitate handling and distribution. Questions should be submitted using Attachment O – Request for Clarification and Questions Form. Where appropriate, inquiries should include references to any relevant Section/paragraph of the solicitation.

Offerors may submit written inquiries concerning this RFP to obtain clarifications. No inquiries will be accepted after the date and time specified in the Schedule of Activities, Prospective Offerors' inquiry deadline.

All Responses to Offeror's inquiries submitted regarding the RFP will be published collectively, as an addendum on BidNet Direct. Offerors shall not rely on any verbal statements that alter any specification or other term or condition of the solicitation. Such changes are valid only if provided in writing by the Procurement Contact.

3. For assistance with technical issues associated with the RFP Website, see the contact information listed in Section II B RFP Website.

F. How to Respond.

- 1. Read and review this RFP, including all attachments, categories, and amendments.**
2. Prepare a proposal that:
 - a. Follows the requested format;
 - b. Includes the Solicitation Number on all materials making up the proposal;
 - c. Addresses each question and request for a response in this RFP, including all questions in Attachment H, Offeror Response Worksheet;
 - d. Clearly demonstrates your ability to meet the Scope of Work described in Section III and Attachment B; and
 - e. Includes all required submissions identified in Section IV.
3. Submit your proposal by the RFP Close Date

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Electronic Bid Submission: Suppliers must upload their proposal to BidNet Direct. CDOT procurement will distribute your uploaded proposal and any attachments to the evaluation panel.

III. SCOPE OF WORK

A detailed description of the Deliverables being sought through this RFP is attached as Attachment B, Scope of Work.

The scope of this RFP and its resulting Master Agreement(s) is intended to benefit all state departments, institutions, agencies, and political subdivisions and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories. Therefore, **Offerors should not interpret the Scope of Work to be associated with or limited to any specific purchase, implementation, project, need, or program** within the Lead State or any other state or eligible entity. Proposals should be generally applicable to all potential Participating Entities and Purchasing Entities, except where specificity is requested.

The initial term of the Master Agreement(s) resulting from this RFP is anticipated to be one (1) year, with the option to exercise renewals totaling up to an additional four (4) one-year renewals following the initial term, upon mutual agreement by the Lead State and Contractor.

IV. OFFEROR RESPONSE

A. Required Submissions. The following must be submitted with your proposal:

1. Any response required to be submitted directly through the RFP Website
2. Completed and signed Attachment G, Offeror Information, Acknowledgements, and Certifications
3. Completed Attachment H, Offeror Response Worksheet
4. Completed Attachment I, Cost Proposal, submitted as a separate document and separate file, if submitting electronically
5. Completed Attachment J, Proposed Modifications to Sample Master Agreement
6. Redlined copy of Attachment D, Sample Master Agreement, if proposing modifications
7. Completed and signed Attachment K, Claim of Business Confidentiality
8. Redacted copy of proposal clearly marked as such, if claiming confidential, proprietary, or protected information
9. Completed Attachment M, Federal Certifications and Assurances
10. Completed Attachment N, Authorized Dealers Worksheet
11. Completed Attachment O, Request for Clarification and Questions Form
12. Completed Attachment P, Proposal Checklist

13. Completed Attachment Q, Request for Specifications Deviation Form, if applicable

B. Other Documents. The following are informational only and do **not** need to be submitted with your proposal:

1. This RFP Overview
2. Attachment A, RFP Terms and Conditions
3. Attachment B, Scope of Work
4. Attachment C, RFP Evaluation Plan
5. Attachment D, Sample Master Agreement
6. Attachment E, Participation Information
7. Attachment F, Protest Information
8. Attachment P, Proposal Checklist
9. Attachment L, Federal Requirements

V. EVALUATION AND AWARD PROCESS

A. Proposals will be sealed until the RFP Close Date. After opening, proposals will be evaluated in stages as set forth in this section and further detailed in Attachment C, RFP Evaluation Plan.

1. **Stage 1: Initial Responsiveness Evaluation.** Proposals will be reviewed for completeness and initial responsiveness. Proposals omitting required documents or responses may be rejected in accordance with Attachment A, RFP Terms and Conditions.
2. **Stage 2: Mandatory Minimum Requirements Evaluation.** Complete and responsive proposals will be reviewed for compliance with mandatory minimum requirements. Proposals failing to meet or exceed all Mandatory Minimum Requirements identified in Attachment C, RFP Evaluation Plan may be rejected in accordance with Attachment A, RFP Terms and Conditions.
3. **Stage 3: Technical Criteria Evaluation.** Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated against the Technical Criteria set forth in Attachment C, RFP Evaluation Plan. Offerors earning a minimum of 60% of available points in stage 3, Technical Criteria Evaluation will move on to the stage 4 Cost Evaluation. The proposal of any offeror not earning a minimum of 60% of the available points will be rejected.

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4. **Stage 4: Cost Evaluation.** Cost Proposals not rejected following evaluation of Technical Criteria will be evaluated based on the Market Basket pricing. See Attachment C, RFP Evaluation Plan for further details. Cost Proposals may also be subject to an independent review for reasonableness and best value by the Lead State. Costs determined not to be reasonable or best-value by the Lead State may result in all or part of Offeror's proposal being rejected, notwithstanding the results of the Cost Proposal evaluation.
5. All scores will be totaled to arrive at the supplier's total scored evaluation. See Attachment C, RFP Evaluation Plan, for further details.
6. **Best and final offers (BAFOs).** After all interviews have been completed, the Proposers in the Competitive Range may be asked to submit BAFOs. The Request for BAFOs shall include the following:
 - Notice that discussions and negotiations are concluded.
 - A complete listing of the conditions, exceptions, reservations, or understandings that have been approved.
 - A common date and time for submission of written BAFOs, allowing a reasonable opportunity for preparation of the written BAFOs.
 - Notice that if any modification to a BAFO is submitted, it must be received by the date and time specified for the receipt of BAFOs.
 - Notice to Proposers that do not submit a notice of withdrawal or a BAFO that their immediately previous Proposal will be construed as their BAFO.

Any modification to the initial Proposal made by a Proposer in its BAFO shall be identified. BAFOs will be evaluated by the lead state according to the same requirements and criteria as the initial Proposals. The lead state will make appropriate adjustments to the initial scores for any sub-criteria and criteria that have been affected by Proposal modifications provided in the BAFO.

- B. After evaluations are completed, the Lead State and Multistate Sourcing Team will determine which proposals are most advantageous to the Lead State and potential Participating Entities and Purchasing Entities.
- C. Prior to announcement of awards and execution of Master Agreements, the Lead State will present an award recommendation to NASPO ValuePoint for approval of the proposed awards.

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- D.** Following approval of NASPO ValuePoint: All Offerors will be notified in writing regarding the results of the RFP evaluation. Upon review and approval of the evaluation committee's recommendation for award(s), the Lead State will issue a "Notice of Intent to Award" letter to the apparent successful Offeror(s).

The "Notice of Intent to Award," by itself, does not guarantee the performance of such work/services. After the ten-business day protest period has ended and any controversies are resolved, the offeror must successfully negotiate and execute a contract before work can begin. Apparent successful Offeror(s) shall not take any actions(s) to prepare for or start the performance of the RFP work/services until a contract is fully negotiated and executed.