

**REQUEST FOR PROPOSALS
FOR
CITY OF GREENVILLE
FLEET VEHICLE/EQUIPMENT
ALLOCATION AND UTILIZATION STUDY**



Find yourself in good company

**CITY OF GREENVILLE, NC
PUBLIC WORKS DEPARTMENT
1500 BEATTY STREET
GREENVILLE, NC 27834
(252) 258-9639**

REQUEST FOR PROPOSALS (RFP)
(Advertisement)

The City of Greenville, NC, is seeking proposals from qualified firms to perform a Fleet Allocation and Utilization Study. The scope of work will include reviewing the current fleet assets inventory, and document current type/level of use. Based on this review, the firm will develop recommendations for future assignment of vehicles to our departments. The scope will also include review of our vehicle/equipment replacement policies, and developing a 10 year recommended replacement schedule. Budget cost estimates for our Vehicle Replacement Fund (VRF) will be developed based on review and recommended adjustments of our current VRF replacement policies. The selected firm shall provide a detailed report to the City of Greenville of all findings and recommendations.

The complete RFP can be obtained from the City's website at www.greenvillenc.gov.

Interested firms are invited to submit proposals (in the required quantity and format) by 2:00 p.m., Wednesday, February 15, 2017, to the following address:

Mr. Angel Maldonado
Fleet Maintenance Superintendent
City of Greenville
Public Works Department
1500 Beatty Street
Greenville, NC 27834

**REQUEST FOR PROPOSALS (RFP) FOR PERFORMING A VEHICLE
ALLOCATION AND UTILIZATION STUDY**

**Public Works Department
City of Greenville, North Carolina
January 17, 2017**

I. Overview and Purpose

The City of Greenville is seeking a qualified firm to perform a Fleet Allocation and Utilization Study. The Study's intent is to:

- Determine current level and types of use of our Vehicles and Equipment
- Review our current Vehicle Replacement Policies
- Develop a 10 year replacement schedule with Projected Cost
- Develop recommendations for allocation of vehicle and equipment to City Departments and Divisions or to a shared vehicle pool.
- Prepare a draft for review and a final report of the study and resulting recommendations.

This Study is expected to commence in April of 2017 with completion of the draft report by the end of June, 2017. The presentation of the final report to City Council is projected to be either August 10th or August 14th, 2017.

II. Background Information

The City of Greenville currently has 495 vehicles and 117 pieces of equipment. The breakdown by department of these vehicle/equipment assets are as follows:

Summary					
Department ID	Department Name	Total Number of Vehicles	Total Number Of Off-Fleet Vehicle	Total Number Lease Vehicle	Total Number of Equipment
1060	PUBLIC INFORMATION OFFICE	1			
2021	HUMAN RESOURCE	1			
2500	IT	1			
3050	FIRE	33	4		5
3060	EMS	14	1		7
4041	FINANCIAL SERVICES - DIVISION 41	1			
4640	COMMUNITY DEVELOPMENT	4			
5054	POLICE	202	22	7	15
6041	CODE ENFORCEMENT	5			
6063	PARK & RECREATION	42	1		36
7072	FLEET	4	1		2
7073	SANITATION	48	8		6
7076	STREET	24	3		
7077	BUILDINGS & GROUNDS	22	2		39
7078	ENGINEERING	10			
7087	TRAFFIC SERVICES	8	1		7
8081	PLANNING	1			
8090	INSPECTIONS	8			
8682	TRANSIT - DIVISION 82	15			
MP	MOTOR POOL	1			
		445	43	7	117

III. Scope of Work and Deliverables

- Analysis of existing Fleet size, composition, and age of current fleet.
 - The City will provide firm an inventory of current City Fleet, mileage records, repair history, and purchase dates of all vehicles/equipment.
- Analysis of Fleet Utilization by each City Department (Does not include Transit Division of Public Works Department)
 - Firm will need to meet with representatives from each department, or division, to determine present utilization and assignment of each vehicle allocated to the department/division.
- Recommendation for opportunities to improve present and future allocation of vehicles to each Department of the City, or to a shared Motor/Equipment Pool.

- Recommendation of any potential alternative means of meeting vehicle/equipment needs.
- Analysis of our Vehicle Replacement Policy.
- Recommendation for adjustments to our Vehicle Replacement Policy.
- Develop a 10 year replacement schedule and an estimated budget cost based on recommended Vehicle Replacement Policy
- Develop recommendations for potential future vehicle/equipment alternative fuel initiatives.
- Provide a report of all activities, analysis, and recommendations to the City.
 - A draft report will be provided to the City for review and comment.
 - A meeting with each City department management for discussion of draft report and comments prior to final report must be scheduled.
 - Preparation of final report and submission of an electronic copy to the City.
 - Give a Presentation to City Staff on final recommendations.
 - Give a Presentation to City Council on final recommendations.

IV. Schedule for Consultant/s Selection

The tentative schedule for selecting a Firm for special the Vehicle/Equipment Allocation and Utilization Study is outlined below. The actual schedules may vary.

Submit Proposals	February 15, 2017 by 2 p.m.
Selection of Firm	March 15, 2017
Contract Negotiations Complete	March 24, 2017
Contract Awarded	April 10, 2017
Draft Report to City Staff	June 23, 2017
Final Report Completed	July 16, 2017
Presentation to City Council	August 10 or 14, 2017

V. RFQ Requirements

The following information should be included in the proposal package:

- Brief Corporate Profile
- Identify Team Members that would be assigned to project
- Corporate/Team experience on similar studies
- Listing of five references for similar studies including contact name, daytime phone number, general description of business relationship, and type of service provided.
- Provide the following information
 - Firm Name
 - Permanent main office address and proposing office
 - Date firm organized
 - Number of years engaged in services provided under present firm name
- Methodology

Rates for services will be established during contract negotiations with the selected firm. Cost estimates are not required for submission of RFP.

VI. Selection Criteria

Criteria for the selection of the Consulting Firm will include, but not necessarily be limited to, the following:

- Quality of response to the RFP (10%);
- Applicable experience of firm and/or team proposed by the firm (30%);
 - Each firm must describe the experience of the firm or team as a whole on similar studies.
 - Firm's References and responses
- Qualifications of individual(s) proposed for the duties (30%); and
 - Each firm must provide a listing of the individuals that will be on the team and their assigned project responsibility. The proposal must list individual team member's credentials and projects they have worked on similar to this study.

- Methodology (30%)
 - Each firm must include in the proposal a description of the methodology and tasks for completion of the study as requested in the scope of work.

The selection team will consist of the Public Works Director, Fleet Maintenance Superintendent, a representative from the Police Department, a representative from the Fire/Rescue Department, and a representative from the Recreation and Parks Department. The team will evaluate the RFQ's based on the aforementioned items and corresponding percentages.

Firms may be short-listed for interviews based on their responses to the RFP. The Selection Committee may conduct interviews of short-listed firms. Fee negotiations will be initiated with the firm found to be the most qualified for this work by the Selection Committee. As part of negotiations, the selected firm will be expected to develop a detailed Scope of Work for the project.

Costs for developing responses to this RFP, participating in interviews, or any other aspects of this selection process are at the expense of the consultant or firm.

The City reserves the right to accept the proposal that best fits the Scope of Services as defined by the City of Greenville and is deemed to be in the best interest of the City, or the City can reject all proposals.

VII. Supervision of Consultant

The firm selected for the Fleet Vehicle/Equipment Allocation and Utilization Study will be under the supervision of the Public Works Department Fleet Maintenance Division Superintendent.

VIII. Proposal Submission and Deadline

Interested firms are invited to submit five (5) paper copies and one digital copy of its response to this RFP no later than 2:00 p.m., February 15, 2017, to the following address:

Mr. Angel Maldonado
Fleet Maintenance Superintendent
City of Greenville
Public Works Department
1500 Beatty Street
Greenville, NC 27834

The proposals shall be in a sealed envelope or box with the words “**Fleet Vehicle and Equipment Allocation and Utilization Study Proposal**” clearly on the outside of the envelope or box. Any proposal delivered after 2 p.m. on February 15, 2017 will not be opened and will be returned to the firm.

For questions regarding this Request for Proposals, contact Angel Maldonado at (252) 258-9639 or amaldonado@greenvillenc.gov

IX. State and Local Requirements

E-VERIFY COMPLIANCE: The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, The Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.

IRAN DIVESTMENT ACT: Vendor certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any actions causing it to appear on any such list during the term of this Purchase Order, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on any list.

Vendors are to complete certification on page 11 and 12. This form must be submitted as part of the proposal.

X. Minority and/or Women Business Enterprise (M/WBE) Program

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at (252) 329-4862.

XI. Equal Employment Opportunity Clause

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, NC. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer.

Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

XII. City of Greenville Local Preference Policy

It is the policy of the City of Greenville to ensure the best overall value in the procurement of goods and services and to support the City's economic development. Therefore, the City of Greenville has adopted a Local Preference Policy which provides a preference to eligible local bidders in the awarding of certain city contracts. The City's Local Preference Policy may be viewed at <http://www.greenvillenc.gov/government/financial-services/purchasing>.

Questions regarding the City's Local Preference Policy should be directed to the Purchasing Division of the City of Greenville at (252) 329-4664.

In accordance with the City's Local Preference Policy, being local is a factor to be considered in determining the qualifications of the entity or person submitting a proposal.

**IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S.
143C-6A-5(a)**

Name of Contractor, Vendor or Bidder: _____

As of the date listed below, the contractor, vendor or bidder listed above, and all subcontractors utilized by the contractor, vendor or bidder listed above, is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the contractor, vendor or bidder listed above to make the foregoing statement.

Signature Date

Printed Name Title

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

******Contractor, Vendor or Bidder – Return This Form With All Other Required Documentation******