Request for Proposals
Town of Vail Electric Bike Share Pilot Program
Vail, Colorado

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<tr>
<th>Solicitation Number</th>
<th>RFP 2020-02-14</th>
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<tr>
<td>Item Description</td>
<td>Town of Vail is seeking proposals from private companies to develop and implement an innovative electric bike share pilot program in Vail, Colorado.</td>
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<td>Deadline for Proposal</td>
<td>March 27, 2020 5:00 pm MST</td>
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<td>Term of Agreement</td>
<td>No less than 6 weeks and up to 4 months between June – September, 2020</td>
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| Direct Inquiries to Environmental Sustainability Department | Beth Markham, Environmental Sustainability Coordinator
bmarkham@vailgov.com
970-479-2333 |
| RFP Questions | Questions regarding RFP accepted until March 16, 2020. |
| Format of Proposal | Emailed proposals: Subject line: RFP 2020-02-14 Vail Electric Bike Share Pilot Program Proposal length no longer than 12 pages |
| Email Submittals To: | Town of Vail
Attn: Beth Markham, Environmental Sustainability Coordinator
Email: bmarkham@vailgov.com |
| Clarification of Proposal: | During the evaluation of submittals: Town of Vail reserves the right to reject any and all proposals; contact respondents for additional information or clarification; to waive any informalities and irregularities in the proposal submission process; negotiate with any respondents; and to accept proposals which are considered to be in the best interest of Town of Vail. |
| RFP Timeline | These dates are for planning purposes and represent the Town of Vail’s desired timeline for this project. Any revision to the “Deadline for Proposals” will be made by addendum. All other dates may be adjusted without notice as needs or circumstances dictate. |

Overview:

The Town of Vail, Colorado in Eagle County is soliciting innovative solutions for green commuting to reduce the number of single occupancy vehicles traveling through town as residents commute to and from work and while running errands. Town of Vail is accepting proposals for a neighborhood-based electric assist bike share pilot program to be implemented for no less than six weeks and up to four months during the Summer of 2020. The goal of the
pilot program is to determine community interest, level of participation, and feasibility of implementing a full-scale electric bike share program in Vail as a micro-mobility option for residents and employees during non-snow months, generally May through October. Town of Vail believes that an electric bike share program can offer solutions for commuting residents and employees to reduce greenhouse gas emissions, reduce vehicle miles traveled through Vail, and further Vail and Eagle County’s climate related mobility goals. If the pilot program is successful in Vail, it will serve as a model for effective micro-mobility solutions throughout Eagle County with potential to develop a full-scale electric bike share program within the Town of Vail with the potential to expand a network throughout the county.

**Background and Region Description:**

Vail is a mountain resort community with 5,486 year-round residents and 2.4 million annual visitors. Vail is situated within Eagle County, with a population of 55,000 residents. Vail is home to the second largest free bus system in the United States and Eagle County operates the Eco-Bus Transit network, which provides a fee-based service throughout Eagle County, with stops in Vail.

Even with the current bus systems in place, transportation is growing as the leading cause of greenhouse gas emissions in Eagle County. Research conducted by Eagle County’s Climate Action Collaborative indicates that residents in Eagle County commute 40 miles per day on average, which is double the national average. Most of these commuters drive single-occupancy vehicles. There are over 9,700 jobs within the town. While roughly half of these positions are filled by Town of Vail residents, nearly 47% of employees working in Vail commute from outlying communities. On the flip side nearly half of Vail residents also commute outside of the Vail town limits to outlying communities for work. In addition, several residents commute outside of Vail for errands, social engagements, and recreational opportunities.

Vail’s Environmental Sustainability Strategic Plan transportation goal is to reduce the environmental impact of transportation by supporting efforts within the Eagle Valley to decrease total Vehicle Miles Traveled (VMT) by commuters and guests by 20% below 2006 levels by 2020. The Eagle County Climate Action Plan, which is supported by the Town of Vail, aims to reduce greenhouse gas emissions 25% by 2025 and 50% by 2035. If each resident in the county carpooled, took the bus, or utilized a human powered form of commuting twice a week, county wide greenhouse gas emissions would be reduced by 17%.

Currently, Town of Vail facilitates the Sole Power Green Commuting Challenge each year from Memorial Day through Columbus Day. Sole Power is a free, green commuting challenge offered throughout Eagle County. Participants log miles traveled through human powered methods including biking, walking, skating, and running that replace trips made by motorized vehicles. Acceptable trips include commuting to and from work, running errands, and participating in social events; any trip that is not purely recreational. In 2019, 255 participants logged over 38,000 miles. Electric assist bikes are included in the challenge. Town of Vail believes an electric-assist bike share program will not only increase participation in this program, but also help achieve greenhouse gas reduction goals.

The mountainous topography of Eagle County and long commutes are often deterrents for employees to utilize traditional human powered methods, such as traditional biking, when commuting to and from Vail for work. Vail is a long and narrow valley, approximately 10 miles east to west and situated in mountainous terrain. Vail has over 15 miles of paved, multi-use paths including the Gore Valley Trail, which runs the length of the town and extends to the Eagle Valley Trail further west to connect Vail to the rest of Eagle County, Glenwood Springs and beyond. Class 1 and 2 electric assist bikes are permitted on these trails. Due to the
mountainous topography of Vail and the surrounding Eagle County and the trail infrastructure already in place, electric assist bikes provide a great alternative to commuting to and from work in motor vehicles. They reduce the amount of time and energy exertion required by traditional, non-electric bikes, allowing employees to arrive at work efficiently and professionally.

**Project Scope and Requirements:**

Town of Vail is seeking proposals to develop and implement an innovative neighborhood based electric bike share pilot program in Vail, Colorado. The primary objective of the bike share program is to provide alternative mobility opportunities for residents and employees in Vail to commute rather than driving a fully motorized vehicle. Town of Vail is interested in developing a public-private partnership that can leverage human, financial, technical, and equipment resources to deliver a pilot electric bike share solution.

The duration of the electric bike share pilot program shall be no less than 6 weeks and up to 4 months between the months of June and September of 2020, with a kick-off date no later than July 1, 2020. The pilot program shall have a distribution of bikes in neighborhoods from East to West Vail that have a high population of local, working residents. Town of Vail will help the selected respondent identify the best neighborhoods to establish stations. The electric bikes must be capable of leaving Town of Vail limits with electric assist functionality for commuting purposes.

**Requirements:** Proposal pricing for the pilot electric bike share system shall not exceed $25,000. A full budget breakdown will be requested. At a minimum the system should have the following characteristics. Detail each within the proposal.

- Reliable, safe, and durable bikes
- Bikes must have lights, reflectors and bells
- Electric-assist bikes
- GPS tracking capability
- Intuitive and easy to use mobile app
- Intuitive and easy to use public website
- Comprehensive data reporting and operational tools for administrators
- Customer support system
- Lock to capability
- User education

**Respondent Recommendations:** Based on project scope and maximum budget described above Town of Vail is looking for proposals to include Respondent Recommendations on the following:

- Docked or Dockless system
- Geo-fencing capabilities
- Fully customizable user fee structure
- Number of bikes
- Number of docking stations
- Charging options
- Innovative and cost-effective bike rebalancing strategies
- Maintenance plan
- Real-time data reporting
• Interoperability with transit fare boxes and/or mobile ticketing apps
• Revenue sharing
• Duration of Pilot program (ideally no shorter than 6 weeks and up to 4 months)

Priority will be given to respondents who include maintenance and bike re-balancing within their proposals.

**Budget:**

The Budget Proposal shall include all labor, materials, tools, equipment, transportation, and other costs necessary to operate an electric bike share system as stated in this RFP. Please detail these costs. The overall cost of the proposal shall not exceed $25,000. Ensure all aspects of the electric bike share pilot program fit within this budget constraint.

**Insurance:**

- Respondent agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Respondent pursuant to this Agreement. At a minimum, Respondent shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

- Respondent agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Contractor pursuant to this Agreement. At a minimum, Contractor shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

- Worker's Compensation insurance as required by law.

- Commercial General Liability insurance with minimum combined single limits of $1,000,000 each occurrence and $2,000,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interest’s provision, and shall include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

- Professional liability insurance with minimum limits of $1,000,000 each claim and $2,000,000 general aggregate.

- Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least 30 days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees or its contractors shall be excess and not contributory insurance
to that provided by Contractor. Contractor shall be solely responsible for any deductible losses under any policy.

- Selected Respondent shall provide to the Town a certificate of insurance as evidence that the required policies are in full force and effect.

**Submittal Requirements:**

A. **Cover Letter**
   - Cover Letter addressed to Beth Markham, Environmental Sustainability Coordinator, should serve as both an introduction of the Respondent and an overview of the proposal. No price information shall be included in the Cover Letter. The letter shall include a statement to the effect that the proposal shall remain valid for a period of not less than one hundred twenty (120) days from the due date for proposal.

B. **Respondents Qualifications, including experience and at least two references for similar projects.**
   - Provide a brief overview of your company qualifications, organization structure, products or services, number of employees, locations, and turnover.

C. **Approach and innovation**
   - Provide a brief overview of your company’s approach and keeping current with innovations within the industry.

D. **Equipment safety, reliability and durability**
   - Provide a brief overview of your company’s policies regarding the safety and reliability of equipment and the durability of your equipment.

E. **Technology, data and integration**
   - Provide a brief overview of the technology, data, and integration of the system being proposed, and how the technology is maintained and upgraded to stay current with standards in the industry.

F. **Implementation plan and schedule**
   - Provide an overview of how your company would plan to work with Town of Vail to implement the electric bike share system. How would this be implemented to incorporate requirements as stated in the Project Scope and Requirements section and what are your specific recommendations for the Respondent Recommendation section that fall within the budget constraints. Detail how would you meet the specific timeline.

G. **Budget**
   - Budget proposal shall include all labor, materials, tools, equipment, transportation, and other costs necessary to operate an electric bike share system as stated in this RFP. Please detail these costs. The overall cost of the proposal shall not exceed $25,000. Ensure all aspects of the electric bike share pilot program fit within this budget constraint.
Selection Process:

- All proposals will be reviewed by a selection committee and any other review as determined to be necessary. Respondents may be asked to supplement their initial proposals with additional written material. Town of Vail may short-list respondents based upon an evaluation of the written submittals. Town of Vail may arrange for in-person or tele-conference interviews with the short-listed respondents for a detailed presentation.

- The selected proposal will be the one considered the most advantageous regarding price, quality of service, qualifications and capabilities of respondent to provide the specified service, respondent’s familiarity with Vail, respondent’s experience relative to this pilot program, and any other factors the Town may consider as determined by the Town of Vail in its sole discretion. Town of Vail may award a contract even if not the lowest priced proposal based upon a review of the identified factors.

Negotiations (Professional Services Agreement):

- If there are no protests, or any filed protest found to be without merit, Town of Vail and the successful Respondent will enter into final negotiations to develop a final Professional Services Agreement. In addition to any other negotiation criteria described herein, Town of Vail may negotiate to ensure the submitting vendor has a clear understanding of the scope of work required, ensure that the vendor will make available the required personnel and services or facilities to satisfactorily perform the contract, or agree to any clarifications regarding scope of work or other contract terms including the fee schedule. During negotiations adequate procedures will be used to ensure that any information, including price, from competing proposals is not revealed. If negotiations are unsuccessful, they shall be formally terminated, and Town of Vail may undertake negotiations with the next highest ranked Respondent.

Timeline:

- Deadline for proposal submittal: March 27, 2020, 5:00 pm MST
- Proposed selection notification: April 13, 2020
- Installation completed no later than July 1, 2020
- Pilot Program Duration: No less than 6 weeks and up to 4 months

Proposal Submittals:

- Proposals must be submitted no later than March 27, 2020 at 5:00 pm MST
- The proposal subject must include: RFP 2020-02-14 – Vail Electric Bike Share Pilot Program
- Proposals should not exceed 12 pages in length

Proposals and materials may be emailed to:
Town of Vail
Beth Markham- Environmental Sustainability Coordinator
bmarkham@vailgov.com
Questions regarding any aspect of this Request for Proposal can be directed to Beth Markham, Environmental Sustainability Coordinator, bmarkham@vailgov.com or 970-479-2333 until March 16, 2020.