



# COMMONWEALTH of VIRGINIA

Offices of the Secretary of Administration and Secretary of Natural Resources

## REQUEST FOR PROPOSAL (RFP) # PPEA/SOA 2011-07-22

Pursuant to

Public-Private Education Facilities and Infrastructure Act (PPEA) - 2002

And

PPEA Guidelines Published on the Department of General Services Website:

<http://dgs.virginia.gov/PPEA/tabid/62/Default.aspx>

### Commonwealth Alternative Fuel Vehicles Implementation Plan

Code of Virginia § 2.2-1176

NIGP Commodity Codes:

91800 Consulting Services

95850 Fuel Management Services

92829 Conversion of Gasoline Fuel Systems to Alternative Fuel Systems Including Maintenance and Repair Services

**Issue Date:** July 22, 2011 • **Conceptual (Part 1) Proposals Date/Time:** October 21, 2011

– 11:00 A.M. EST

<b>CONTACT:</b> See Section VIII. Contact Information.	
<b>AGENCY AND/OR LOCATION WHERE WORK WILL BE PERFORMED:</b> All Commonwealth of Virginia Agencies, Institutions and other public bodies (collectively "Authorized Users") as defined in §2.2-4301 of the <i>Code of Virginia</i> .	
<b>PRE-PROPOSAL CONFERENCES:</b> Optional pre-proposal conferences will be held <b>10:00 A.M. August 12, 2011; and, 10:00 A.M. September 23, 2011.</b> Pre-proposal Conferences will be held in the East Reading Room of the Patrick Henry Building located at Capitol Square in Richmond, Virginia.	
<b>CLARIFICATION OF PROJECT SCOPE:</b> If any prospective Offeror has questions about the specifications or other solicitation documents, the prospective Offeror should contact Secretary of Administration, Lisa Hicks-Thomas or Deputy Secretary of Natural Resources Maureen Matsen no later than five (5) working days before the due date. Any revisions to the solicitation will be made only by an addendum issued by the Offices of the Secretary of Administration and Secretary of Natural Resources.	
<b>TERMS and CONDITIONS:</b> Required General Terms and Conditions as published in the DGS, Division of Purchases and Supply, Agency Procurement and Surplus Property Manual <a href="http://eva.virginia.gov/aspm-manual/aspm-manual.htm">http://eva.virginia.gov/aspm-manual/aspm-manual.htm</a> ; and other terms and conditions as determined by the Office of the Governor through negotiations should this solicitation process result in a contractual agreement(s) between the Commonwealth and a contractor(s).	
The undersigned hereby offers and agrees to furnish all services in accordance with the attached signed proposal and the mandatory requirements outlined herein, or as mutually agreed upon through subsequent negotiation.	
Company Name: _____	Email: _____
Address: _____	Contractor's TIN: _____
City/State/ZIP: _____	eVA Vendor ID or DUNS Number: _____

Signature: _____	State Corporation Commission ID #: _____
Printed Name: _____	Telephone: _____
Title: _____	Fax: _____
Date: _____	Cell: _____

This information below is requested for informational purposes only: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_  
Proprietorship \_\_\_\_\_ Individual \_\_\_\_\_ Woman Owned \_\_\_\_\_ Small Business Owned \_\_\_\_\_ Minority Owned \_\_\_\_\_

**NOTE:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §2.2-4343.1 or against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**AWARD POSTING:** Should a contract(s) result from this solicitation, the award or the announcement of the decision to award a contract will be publicly posted online at <http://www.eva.virginia.gov> for a minimum of ten (10) days.

## **I. PURPOSE**

The Commonwealth of Virginia is seeking to replace state-owned vehicles with potentially cleaner, cheaper, domestic alternative fuel vehicles. It seeks to do so in a manner that does not result in significant additional cost to the Commonwealth, and intends to be budget neutral in the implementation of any strategy that may be negotiated and selected.

In 2011, the General Assembly unanimously approved legislation proposed by the Governor, directing the establishment of a plan to replace state-owned vehicles that operate using gasoline or diesel fuel, with vehicles that operate using natural gas, electricity, or other alternative fuels. Alternative fuels include ethanol, propane, biodiesel, hydrogen and others as may be defined by alternative fuel providers or submitting entities.

The Commonwealth believes that valuable resources available in the private sector can be leveraged through a public-private partnership to help the Commonwealth achieve its goal of reducing Virginia's dependence on foreign oil while simultaneously expanding the alternative fuel and alternative vehicle markets in Virginia, and supporting the expansion of private sector businesses and creating jobs. If industry leaders in vehicle manufacturing, alternative fuel infrastructure, producers of alternative fuels and other alternative fuel experts partner with each other and with government, the Commonwealth hopes to be able to develop and implement a successful and cost-effective replacement strategy for state owned vehicles.

The Commonwealth of Virginia takes an "all-of-the-above" approach to achieving energy security recognizes the need to replace imported fuels with domestic energy in the immediate term. This effort can build a foundation for increasing development of all of Virginia's energy resources, including domestic oil, gas, agricultural, and other fuel alternatives produced in Virginia.

## **II. Controlling Statutes and Guidelines:**

This Public-Private initiative shall proceed in accordance with the Public-Private Educational Facilities and Infrastructure Act (PPEA) of 2002 (§ [56-575.1](#) et seq.), and PPEA guidelines as published on the Commonwealth of Virginia, Department of General Services website <http://dgs.virginia.gov/PPEA/tabid/62/Default.aspx>

The Public-Private Educational Facilities and Infrastructure Act (PPEA) of 2002 (§ [56-575.1](#) et seq.), "grants responsible public entities authority to create public-private partnerships for development of a wide range of projects for public use if the public entities determine there is a need for such projects and that private involvement may provide the project in a more timely or cost-effective fashion, lead to productivity or efficiency improvements in the public entities' processes or delivery of services, considering, among other things, the probable scope, complexity or priority of the

project; risk sharing including guaranteed cost or completion guarantees; added value or debt or equity investments proposed by the private entity; or an increase in funding, dedicated revenue source or other economic benefit that would not otherwise be available."

Objectives of this public-private initiative include: reducing the Commonwealth's dependency on gasoline and diesel fuel for the operation of state-owned vehicles; reducing emissions from the operation of the Commonwealth's state-owned vehicles; expanding business opportunities within the Commonwealth for large and small businesses resulting in new jobs; limiting any budget impact of making a transition away from reliance on foreign oil, and exploring cost-efficient and cost saving strategies.

The end result of a proposal should promote a higher quality of life in Virginia through increased reliance on domestic energy resources, increased domestic economic opportunity, and reduced emissions. Plans proposed need not be restricted to state-owned vehicles. Respondents may develop plans that also include vehicles owned and operated by the Commonwealth's local governments, federal fleets, private sector fleets, and should offer benefits to those groups and to individual citizens of the Commonwealth, and visitors traveling through the Commonwealth. Through this initiative, the Commonwealth seeks innovative plans for fundamental change over the short and long term.

This document serves as an invitation to the vendor community to submit proposals that address all or some of the services presented in this solicitation. Proposals must follow the format provided in Section III. All proposals submitted in response to this document shall be considered PPEA Conceptual Stage (Part 1) proposals. Private sector teams may propose providing any variety of strategy elements, including planned conversion or purchase of vehicles, agencies, institutions or specific vehicle fleets and uses, at individual, several or all locations across the Commonwealth. The Commonwealth reserves the right to suspend the review process at any time and conclude the review process without further action or notice.

### **III. Proposal Responses to this PPEA Announcement shall address at a minimum:**

- the Commonwealth's interest in partnerships with and among alternative fuel source providers, infrastructure developers, vehicle manufacturers, and other industry leaders/innovators to facilitate plans for alternative fuels refueling infrastructure, and alternative fuel vehicles to support the Commonwealth's vehicle pools and fleets;
- the Commonwealth's need for short (within next 2 years), mid (between 2 and 5 years), and long term (5 to 10 years) alternative fuel transition strategies;

- the state-owned vehicles and other state resources that may be available as part of a proposed public-private partnership;
- a plan for maintenance of infrastructure equipment, fuel sources, and vehicles or a means to guarantee the above will remain functional and operational for at least the operational period of the alternative fuel transition strategy proposed;
- training and certification opportunities for personnel working with alternative fuel technologies;
- strategies that will be used to rollout proposals to targeted fleets or vehicles or agencies including an implementation timeline;
- a plan for fueling for the life of the vehicles and, if a bi-fuel system is proposed, a strategy for compelling use of cleaner, cheaper domestic fuels over imported fuels when financially viable;
- how local public entities and other fleets such as federal government and business fleets might be included in a partnership or proposal to enhance the cost-effectiveness and benefits of any proposal;
- how citizens of the Commonwealth and visitors passing through the Commonwealth that operate alternative fuel vehicles might benefit from alternative fuel transition strategies proposed;
- the displacement of gasoline and diesel fuel that can be accomplished by implementation of the proposal and potential for fuel savings;
- the environmental advantages and disadvantages of the proposed strategy;
- an operational and cost feasibility analysis of implementing the proposed strategy; and,
- the economic development benefits, including job opportunities that may result from the implementation of proposed plans.

#### **IV. PPEA Proposal Format**

**The following format must be followed for the submission of Conceptual Proposals:**

Section 1: Qualifications and Experience (no more than 20 pages):

- a. Identify the legal structure of the firm or consortium of firms making the proposal. Discuss the qualifications and experience of the team submitting the proposal. Identify team partners as to their role on the team, i.e. alternative fuel provider, infrastructure provider, vehicle manufacturer, and other industry leaders and innovators as identified. Include experience of each team member in providing the goods or services the team member will be responsible for under the submitted proposal.
- b. Describe the experience of the firm or consortium of firms making the proposal and the key principals involved in the proposed plan including experience with plans of comparable size and complexity. Describe the length of time in business, business experience, public sector experience and other engagements of the firm or consortium of firms.
- c. For each firm, partner or major subcontractor that will be utilized in the plan, provide a statement listing all of the firm's prior plans and clients for the past 3 years with contact information for such clients (names/addresses /telephone numbers).
- d. Provide the names, addresses, and telephone numbers of persons within the firm or consortium of firms who may be contacted for further information.
- e. Identify any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the plan pursuant to The Virginia State and Local Government Conflict of Interest Act, Chapter 31 (§ 2.2-3100 et seq.) of Title 2.2.
- f. Provide information on the level of commitment by the firm or consortium of firms to use Department of Minority Business Enterprise certified firms in developing and implementing the plan.

Section II – Strategy Characteristics (no more than 50 pages):

- a. Provide a conceptual description of proposed strategy(ies) for short, mid, and long-terms. Describe the proposed strategy in sufficient detail so that the intent of the strategy, the location(s), and the entities that may be affected are clearly identified.
  - i. Short-term (less than 2 years)
  - ii. Mid-term (between 2 and 5 years)
  - iii. Long-term (between 5 and 10 years)

- b. For each period of time proposed as identified in a., address:
- i. planned conversion or purchase of vehicles addressing specific state-owned vehicle application in Virginia (detailed information about the Virginia state owned vehicles is available);
  - ii. include a plan for maintenance of infrastructure equipment, fuel sources, and vehicles or means to guarantee proposed plans will remain in functional/operational state for at least the operational period of the alternative fuel plan;
  - iii. a plan for fueling for the life of the vehicles (if bi-fuel system, include a strategy to compel use of cleaner, cheaper domestic fuels over imported fuels when financially viable);
  - iv. how state-owned vehicles or other state resources or facilities may be used or will be needed as part of a proposed strategy(ies);
  - v. identify benefits, including how local government vehicles and other fleets such as federal entities and private sector businesses, can benefit from the proposed strategy(ies);
  - vi. training and certification opportunities for personnel working with alternative fuel technologies;
  - vii. rollout of proposed strategy(ies) to targeted vehicles including an implementation timeline;
  - viii. how citizens of the Commonwealth and visitors passing through the Commonwealth can benefit from the proposed strategy(ies);
  - ix. environmental advantages and disadvantages of proposed strategy(ies);
  - x. economic development benefits, including new jobs that may be created by the implementation of proposed strategy(ies);
  - xi. any work to be performed by the targeted public entity or entities;
  - xii. any front end or future costs to the targeted public entity or entities;
  - xiii. the likely recognized reductions of reliance on gasoline and diesel, and related fuel savings to the Commonwealth;

- xiv. any potentially adverse social, economic and environmental impacts of the strategy(ies);
- xv. the projected positive social, economic and environmental impacts of the strategy(ies);
- xvi. contingency plans for addressing public needs in the event that all or some of the strategy(ies) is not completed according to projected schedule;
- xvii. any other assumptions made that are necessary for the plan to be successful;
- xviii. any necessary preconditions that must occur for the plan to be successful.

### Section III – Strategy Financing (no more than 20 pages)

- a. Provide a preliminary estimate and estimating methodology of the cost to the Commonwealth of the work by short, mid and long-term timelines.
- b. Provide estimates of any anticipated cost savings, cost avoidance, fuel savings, and how fuel savings may be applied to mitigate any costs of the strategy.
- c. Submit a plan for the development, financing and operation of the proposed strategy(ies). Describe the proposed sources and uses for such funds.
- d. Identify any local, state or federal resources (grants, tax incentives, etc.) that the proposer contemplates requesting for the plan. Describe the total commitment, if any, expected from governmental sources and the timing of any anticipated commitment.
- e. Identify the amounts, terms, and conditions for any revenue sources

### Section IV - Strategy Benefit and Compatibility (no more than 40 pages)

- a. Identify community benefits, including the economic impact the plan will have on the Commonwealth and local community in terms of tax revenue to be generated for the Commonwealth and political subdivisions, the number of jobs generated for Virginia residents and level of pay and fringe benefits of such jobs, the training opportunities generated by the plan and the number and value of subcontracts generated for Virginia subcontractors.

- b. Identify any anticipated public support or opposition, as well as any anticipated government support or opposition, for the strategy(ies).
- c. Explain the strategy and plan that will be carried out to involve and inform the general public, business community, local governments, and governmental agencies in areas affected by the strategy(ies).
- d. Describe the compatibility of the strategy(ies) with local, regional, and state economic development efforts.
- e. Provide a statement setting forth participation efforts to be undertaken in connection with this strategy(ies) with regard to the following types of businesses: (i) minority-owned businesses; (ii) woman-owned businesses; and (iii) small businesses.

**V. PPEA Proposal Evaluation:**

- a. Proposals submitted in response to this solicited PPEA are due to no later than 11:00 a.m. EST on October 21, 2011 and should be submitted to:

Office of the Governor  
Secretary of Administration and Deputy Secretary of Natural Resources  
PO Box 1475  
1111 East Broad Street, 3<sup>rd</sup> floor  
Richmond, Virginia 23219

- b. Submitted plans will be evaluated on the following criteria:
  - i. Qualifications and Experience
  - ii. Strategy Characteristics
  - iii. Strategy Financing
  - iv. Plan Benefit and Compatibility

Given the Commonwealth's limited resources, the cost of proposals will be strongly considered. If no strategies submitted or combination of strategies can be negotiated to allow the Commonwealth to accomplish its goal without incurring substantial additional costs, awards may not be issued. The Commonwealth's receipt of a proposal shall in no way establish a contractual relationship with the proposer, and no right or financial interest shall accrue to the proposer from such submission.

**VI. PPEA Pre-proposal Conferences:**

- a. There will be two pre-proposal conferences held for this initiative. Conferences provide an opportunity for the vendor community to ask Commonwealth representatives questions about the scope of this effort,

PPEA process/procedure, or solicit other information important to enable vendors to prepare their proposed plans.

- i. The first pre-proposal meeting will be held on August 12, 2011 at 10:00 a.m. in the Patrick Henry Building 1<sup>st</sup> floor East Reading Room. The Patrick Henry Building is located at 1111 East Broad Street, Richmond, Virginia 23219.
- ii. The second pre-proposal meeting will be held on September 23, 2011 at 10:00 a.m. in the Patrick Henry Building 1<sup>st</sup> floor East Reading Room. The Patrick Henry Building is located at 1111 East Broad Street, Richmond, Virginia 23219.

## VII. Information Resources:

- a. General information about alternate fuels through the Alternative Fuels and Advanced Vehicles Data Center  
<http://www.afdc.energy.gov/afdc/fuels/index.html>
- b. Federal laws / incentives for alternate fuel vehicles  
[http://www.afdc.energy.gov/afdc/laws/fed\\_summary](http://www.afdc.energy.gov/afdc/laws/fed_summary)
- c. State laws / incentives  
[http://www.afdc.energy.gov/afdc/laws/state\\_summary/VA](http://www.afdc.energy.gov/afdc/laws/state_summary/VA)
- d. Existing alternate fuel infrastructure station map  
<http://www.afdc.energy.gov/afdc/locator/stations/state>  
\*Note, biodiesel blends under 20% do not show up on this map
- e. Virginia state fleet analysis  
<http://www.dgs.virginia.gov/LinkClick.aspx?fileticket=uvy%2f%2fpJkx4s%3d&tabid=173>
- f. Virginia Alternative Fuels Report 2010  
<http://www.hrccc.org/wp-content/uploads/Alt-Fuels-Report-q4-2010.pdf>
- g. State Clean Cities Alternate Fuel Vehicle Coalitions  
  
Virginia Clean Cities <http://www.vacleancities.org>  
Chelsea Jenkins [cjenkins@hrccc.org](mailto:cjenkins@hrccc.org) or 757-216-1895  
Alleyn Harned [aharned@hrccc.org](mailto:aharned@hrccc.org) or 540-568-8896
- h. Light duty Alt Fuel vehicle buyers guide 2011  
<http://www.afdc.energy.gov/afdc/pdfs/49488.pdf>

- i. Light Duty Alt Fuel Vehicles 2011 model year listing PDF  
[http://www.afdc.energy.gov/afdc/pdfs/my2011\\_afv\\_atv\\_v2.pdf](http://www.afdc.energy.gov/afdc/pdfs/my2011_afv_atv_v2.pdf)
- j. Medium and Heavy Duty Alt Fuel Vehicle buyers guide  
<http://www.afdc.energy.gov/afdc/pdfs/47984.pdf>
- k. Alt Fuel Mower guide  
<http://www.afdc.energy.gov/afdc/pdfs/48369.pdf>
- l. NGV vehicle engines and conversion listing PDF  
<http://www.ngvamerica.org/pdfs/marketplace/MP.Analyses.NGVs-a.pdf>
- m. GREET Fleet Footprint tool (Greenhouse Gases, Regulated Emissions, and Energy Use in Transportation Model)  
<http://greet.es.anl.gov/>
- n. Petroleum Reduction Planning Tool  
<https://www.afdc.energy.gov/afdc/prep/index.php>

#### **VIII. Contact Information:**

- a. Questions about this PPEA process/initiative:

Secretary of Administration, Lisa Hicks-Thomas:  
[lisa.hicks-thomas@governor.virginia.gov](mailto:lisa.hicks-thomas@governor.virginia.gov) or (804) 786-1201

Deputy Secretary of Natural Resources and Senior Advisor on Energy,  
Maureen Matsen:  
[maureen.matsen@governor.virginia.gov](mailto:maureen.matsen@governor.virginia.gov) or (804) 786-0044

- b. Department of General Services, state fleet and state fuel contract contact:

Mike Bisogno: [michael.bisogno@dgs.virginia.gov](mailto:michael.bisogno@dgs.virginia.gov) or 804-367-6526

- c. Virginia Department of Transportation fleet questions, contact:

Deputy Secretary of Transportation and Chief Financial Officer, David Tyeryar  
[david.tyeryar@governor.virginia.gov](mailto:david.tyeryar@governor.virginia.gov) or (804) 225-4822

- d. Department of Mines, Minerals and Energy, existing infrastructure and alternative fuel information contact Cathie France:

[Cathie.france@dmme.virginia.gov](mailto:Cathie.france@dmme.virginia.gov) or (804) 692-3211