Request for Information (RFI)

For Hybrid Conversion Technology Services for Municipal Fleets

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Metropolitan Area Planning Council (MAPC)

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Project Description & Objectives

The Metropolitan Area Planning Council (MAPC), the regional planning agency serving the 101 cities and towns in the greater Boston area, frequently provides joint procurement and technical assistance services to municipalities in our region. MAPC’s Collective Procurement Programs provide goods and services to over 600 municipal buyers in five of the six New England states through contracts for fire and public safety vehicles and equipment, highway maintenance services and materials, bicycle racks, the Hubway bicycle share system, and more. Through the Collective Procurement Programs, MAPC solicits bids and selects vendors on behalf of the municipalities we represent, allowing municipalities to save time and money by contracting with an MAPC-selected vendor instead of doing individual local procurements.

MAPC seeks to gain information in order to advise our municipalities on Hybrid Conversion Technology Services for Municipal Fleets, and to potentially issue a Request for Proposals (RFP) or Invitation for Bids (IFB) in the future.

MAPC would like to obtain information that will allow MAPC to evaluate what is available in the market to manage the conversion of municipal fleets to hybrid technology in an efficient and cost-effective manner that is consistent with industry best practices. The hybrid conversion technology would have to be applicable to vehicles in service already on the road and will make these vehicles more efficient by reducing their fuel use and emissions. The conversion technology for municipal fleets will reduce fuel consumption and emissions and extend the value of existing fleets.

Request for Information (RFI)

To that end, MAPC is issuing this Request for Information (RFI) to solicit information from providers of hybrid conversion technology services that will allow MAPC to evaluate available services, state of the art technology, and components for all classes of municipally owned fleet vehicles (i.e.; vans, light trucks, sedans) that may best meet the needs of our 101 cities and towns. Through this RFI, MAPC expects to gain a better understanding of the technologies available, associated costs, and industry trends. Providers are asked to provide cost estimates, where feasible, including all components for services such as installation, warranty, and maintenance.

MAPC is seeking information contained in the categories described below. Providers are asked to address those areas for which they have expertise and/or interest. They may include information not explicitly requested if they believe it may address the objectives of this RFI.
The topics of interest include, but are not limited to, the following:

**Background Information**

1. Information about the company (e.g.; description of similar hybrid conversion projects, length of time company has been in business).
2. Description of how existing fleet vehicles would be converted to hybrid electric vehicles.
3. The types of vehicles that can be converted to hybrid electric vehicles (e.g.; vans, light trucks, sedans).
4. Information on the process, location (e.g.; on-site or separate facility), length of the installation process to retrofit a vehicle to a hybrid electric vehicle, and changes, if any, to the driver experience.

**Financial Information**

5. Baseline cost estimate to retrofit a vehicle to a hybrid electric vehicle, itemized by component (e.g.; equipment and installation).
6. Description of the average return on investment (ROI) after hybrid electric conversion (e.g., financing model based on number of miles needed to be driven)?
7. Information on projected fuel savings and emissions reductions.
8. Available financing options or incentive programs (e.g.; voucher programs).

**Warranty and Maintenance**

9. Information on the vendor’s warranty and maintenance program.
10. Information on how the non-retrofitted components of the vehicle are managed during equipment or maintenance issues.
11. Information on how issues with the hybrid retrofit components are detected and addressed and how the Original Equipment Manufacturer (OEM) components may be affected.
12. Information on how the OEM warranty is affected.

**Monitoring**

13. Information on how fuel savings and emissions reductions are measured and monitored after conversion.

**Industry Standards**

14. Information on industry best practices and how the vendor’s product supports those practices.
15. Technology trends such as industry standards and infrastructure requirements.
Interested parties are invited to respond to this Request for Information (RFI). Information that any respondent submits will be considered as voluntarily offered and with the understanding that this RFI is for information gathering purposes only. This information shall serve to assist MAPC to better understand the state of the practice in hybrid conversion technology services for municipal fleets and management and to help communities make well-informed procurement decisions.

This is not a formal solicitation. Formal solicitations may be issued as a result of and subsequent to this RFI as the information received may help to inform MAPC in the potential development of a Request for Proposals (RFP) or Invitation for Bids (IFB) in the future.

Submission Instructions
The following outline is suggested to assist in the development of your response, and for ease of evaluation:

1. A cover letter – the cover letter should include a brief summary of your response.
2. General management capabilities and services provided by Respondent’s company.
3. Your response to any, or all, of the RFI topics.
4. If necessary, please include a glossary, which describes the terms used in your response to this RFI, and the application of each in the proposed solution(s).
5. Ballpark cost estimates and pro forma, if feasible, for hybrid conversion technology services for a municipal fleet of 10 vehicles of one or more classes.

There is no page limit for this RFI response; however, MAPC asks that responses be provided as an introduction to, rather than a full explanation, of a proposed solution. Brevity is appreciated. Additional details may be requested in follow-up correspondence.

Supporting documentation will be accepted, but the Provider must indicate which portions of the supporting document are relevant to this RFI.

Questions and requests for clarification should be addressed in writing to Alison Felix via e-mail at afelix@mapc.org. MAPC will post the RFI and answers to questions on the agency’s website at http://www.mapc.org/publicmeetings so that all potential respondents may have access to the answers.

Please submit your response electronically via e-mail to afelix@mapc.org no later than 5:00 pm on Friday, July 31, 2015. MAPC reserves the right to extend this deadline for up to an additional sixty (60) days.

MAPC may elect to interview respondents in person to obtain further information and to gain a better understanding of their solutions.
MAPC shall not be liable for any costs or expenses incurred by any Provider in connection with this RFI or any response by any Provider to this RFI. No compensation will be paid to providers for responding to this RFI. The costs and expenses incurred by a Provider in the preparation, submission, and presentation of the response are the sole responsibility of the Provider and shall not be charged to MAPC.

This document is a Request for Information only. MAPC will not make any award of a contract, and may not take any further action on the basis of this Request for Information. Provider’s response will be treated only as information to MAPC for whatever use MAPC deems appropriate.

Ownership of all data, materials, and documentation originated and prepared for MAPC pursuant to this RFI shall belong exclusively to MAPC and shall be subject to public inspection in accordance with the Massachusetts Public Records Law. Trade secrets or proprietary information submitted by the Provider shall not be subject to public disclosure under the Massachusetts Public Records Law, unless otherwise required by law or a court.