

Facility and Support Services

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July 27, 2011

To: Dee F. Bruemmer
County Administrator

From: Dave Donovan, Director
Facility and Support Services

Subj: Fleet Study – Joint RFP with Johnson County

Attached is the final draft of a Request for Proposals for a fleet study. As we have discussed, we are proposing to collaborate with Johnson County, Iowa on this effort. After much discussion with them, it appears that both counties have similar fleets and needs. By collaborating together, we hope to also save some monies by coordinating consultant travel and research for the study efforts.

As the RFP indicates, our timeline calls for the completion of the study work by late this calendar year to allow us to include the findings of the study in our capital budget planning for fiscal year 2013.

I recommend the Board discuss this joint RFP and authorize for the collaboration with Johnson County at the next scheduled Committee of the Whole meeting.

Cc: Barb Schloemer
Elected Officials and Department Heads

REQUEST FOR PROPOSALS

Johnson and Scott Counties in Iowa, in Collaboration

Fleet Consulting Services and Study

July 2011

SECTION 1 – BACKGROUND

Introduction

The eastern Iowa Counties of Johnson and Scott intend to contract with a qualified consultant or consultants to provide fleet consulting services for their respective county organizations. The respective Counties became aware of a common intent to pursue consulting services for their fleet operations. After some discussion, both Counties have concluded that they share similar goals, issues and challenges with the management of their fleet operation. In addition, since both Counties share similar interests and are statistically comparable in terms of relative size within the state of Iowa, the leadership of each County believes there to be value in collaborating in this initiative. That value may exist simply in the opportunity to learn from each other in comparing and contrasting our fleet operations. However, that benefit may present itself as measurable cost savings and efficiency in the study process as well (see proposal cost submittal requirements). As a result of these potential benefits and as an example of intergovernmental cooperation, Johnson and Scott Counties are pursuing this Request for Proposal as a joint venture and governmental collaboration.

Johnson County, Iowa Statistical Information:

County Population: 130,882

County Seat (location of study work and meetings):

Johnson County Administrative Building
913 S. Dubuque St.
Iowa City, IA

Approximate fleet size (# of units): 280 Vehicles

Scott County Statistical Information:

County Population: 168,000

County Seat (location of study work and meetings):

Scott County Administrative Building
600 W. 4th St.
Davenport, IA

Approximate fleet size (# of units): 130

Form of Contract

Each client (Johnson County and Scott County) will contract separately with the successful consultant(s). The intent is to collectively select one consultant with separate contracts to that one firm from each County, but circumstances may warrant different consultants (see Selection Process).

Each County intends to issue a Purchase Order that references this RFP document and addenda issued (if any) along with a brief letter agreement that similarly references this RFP. Those three documents shall comprise the contract documents for this effort. Should the consultant possess and/require their own standard form of contract, the submission should reflect that request. Johnson and Scott Counties both reserve the right to review and suggest modifications to any consultant provided or suggested contract document.

Dispute Resolution / Legal Home

Any disagreements, claims or legal actions resulting from a finalized agreement for services between the Consultant and either Johnson County or Scott County must be filed and litigated in the County of the client (Johnson or Scott). All parties agree to first use of alternative dispute resolution in the form of licensed mediation services in said County to resolve the dispute prior to the filing or initiation of any formal legal action.

Selection Criteria

The selection team will consider the following criteria with weighted importance as the successful consultant is selected:

- Firm experience and similar work (35%): the amount of experience in fleet consulting, with emphasis on similar types of study with similar issues/scope in similar sized organizations;
- Proposed project team expertise (20%): the amount of experience, education and expertise that the specific project will bring to bear on this effort;

- Proposal cost (25%): the total project cost to each jurisdiction including any cost savings for the joint effort and any additional cost for optional services under consideration;
- Interview (20%): the ability of the consultant to effectively communicate their proposal, produce proposed members of their project team and to instill confidence in their abilities with the selection team.

Selection Process

A selection team comprised of ten persons (five each from both Counties) representing the County Boards of Supervisors, County Administration and fleet Departments/Offices will meet jointly to review the proposals and select the successful consultant. This selection committee will utilize the selection criteria as an initial evaluation and assessment tool to help quantify the selection process. However, the committee will also use an interview process to assist in finalizing the selection(s).

Each proposer may be asked to attend an interview with the selection team and should be prepared to present members of their project team, elaborate on their project approach, discuss the project timeline and confirm their cost proposal during that interview. Consultants with scheduled interviews must make arrangements in advance for any specific needs during the interview (access for power, powerpoint presentation, etc.) and should discuss same with the project contact person.

Although the intent is to contract with the same consultant for this joint effort, Johnson and Scott Counties each reserve the right to make an individual, independent award should consensus not be viable. Proposer must address the impact (if any) of joint award versus individual award in their proposal and during their presentation.

The decisions of the selection team (and Johnson and Scott Counties) are final and not subject to appeal. By making submission to this RFP, each submitter acknowledges that the selection process is inherently subjective and that intangible factors can and do influence the selection process. Further, by making submission to this RFP, each submitter waives all rights to appeal or litigate the decisions and processes of the selection team as well as those of Johnson County and Scott County (both in Iowa) regarding this selection and solicitation.

Project Tentative Timeline (subject to change)

August 5, 2011	RFP Released
August 24, 2011 @ 3:00pm	Submissions Due
August 25 – September 9, 2011	Review and Interview

September 12-23, 2011	Approval and Award
September 26, 2011	Project Begins
December 19, 2011	Final Reports Due / Project Complete

The project timeline may be adjusted to meet the needs of the selection team and the respective County government organizations. Project completion date is firm due to the need for the project information by both Counties during the development of their respective fiscal year 2013 capital and operating budgets (late December 2011 and January 2012).

SECTION 2 – SUBMISSION INSTRUCTIONS

Proposal Submittal Requirements

Proposer must submit according to the instructions contained herein. All submissions must be submitted to the project contact at the indicated e-mail address before the deadline date and time. Johnson and Scott Counties are not responsible for delays caused by internet interruptions, server problems or other technical issues. It is the submitters responsibility to provide ample time for e-mail delivery. Receipt verification may be requested from the project contact via e-mail or telephone. Receipt verification indicates receipt of a submitted file only and does not indicate completeness of content nor compliance with the submission requirements.

Proposal Submission Deadline

All proposals must be received no later than 3:00pm CDT on August 24, 2011. Submission received after the deadline may be rejected.

Submittal Format

All submittals must be sent electronically, via e-mail to the Project Contact at the e-mail address indicated herein. The submission of hard copies is not required and is discouraged. All submission materials should be sent in one file, in Adobe PDF™ format to the project contact before the deadline. The size limit for the submission is 5 MB as measured at the project contacts e-mail in-box. Submissions larger than the size limit may be rejected. All pages of the PDF submission file should be formatted to print in standard 8.5 and 11 inch format.

Project Contact

The project contact for this solicitation is:

Dave Donovan
Facility and Support Services Director

600 W. 4th St.
Davenport, IA 52801
563-326-8228
ddonovan@scottcountyiowa.com

Simple questions, inquiries or clarifications may be addressed via telephone or e-mail. Depending on the nature of the inquiry, the project contact may require the information to be submitted in writing via e-mail to document the correspondence or for inclusion in a proposal addendum.

SECTION 3 – PROPOSAL REQUIREMENTS

General

Proposal must address the project scope of work (see below) and the requirements outlined in this document. Further, all proposals must outline the submitters capability, capacity and expertise to deliver the services described therein. Proposals must give specific examples of similar work completed for similar clients. Any proposals failing to fully meet these requirements may be dismissed and not receive further consideration.

Required Proposal Information

- a) Project Approach – describe how the consultant would approach the work requirements outlined in this document. This information may include the organization of the work, specific work processes, analyses techniques, etc.
- b) Proposed project timeline – provide the consultants timeline for the major stages of the project and indicate if compliance with the desired timeframe is possible, feasible and realistic.
- c) Proposal Cost Information – include detailed cost information separated for each County by phase. Provide the cost impact (savings for each county, if any) associated with the joint award of contract for this effort and for the award of both phases of work. Also explain (in general) how the cost savings is derived (ex.: travel cost savings, research cost savings, reduction in duplicative work, etc.).
- d) Proposed Consultant Project Team – specifically delineate staff that you anticipate providing field services and analytical expertise for this project. Provide professional resumes including educational information and a brief listing of similar work for similar clients. Explain the hierarchy of the proposed project team and how they will work together and with each County's project team.
- e) References / Similar Project Work - provide a condensed scope of work, project highlights/outcomes and client contact information for at least four similar

consulting efforts with comparable clients (fleet size and issues similarity) completed within the past 36 months.

Optional Proposal Information

Proposer may submit additional information beyond that required above. Said information must be clearly marked as supplemental or optional information and may include:

- a) Optional additional services – proposer may offer additional services beyond the scope of work outlined herein. The proposal for additional services must be clearly indicated as such and the cost for such services must be clearly segregated by County.
- b) Examples of work – proposer may include complete or partial examples of completed work as an indication of their expertise or their ability to perform. If examples are included, ensure that contacts for the jurisdiction or company referenced in the work are included. Examples of work may be partially redacted to protect sensitive information. However, examples of work that cannot be verified or confirmed will not be considered.

SECTION 4 – PROJECT SCOPE OF WORK

Successful consultant shall work together with each individual County project team to accomplish the Scope of Work outlined herein and further delineated by county in the Fleet Study Task Matrix in next section.

Phase One:

- 1) Review and analyze detailed fleet inventory information provided by each County to include:
 - a. Make, model, year, purchase date, purchase price
 - b. Placed in service date, estimated useful life
 - c. Usage information: department, business purpose, average annual miles, etc.
 - d. Fuel Usage
 - e. Maintenance and repair records
 - f. Added equipment and modifications
 - g. Historical trends: number of vehicles by department
- 2) Meet with departments/offices
 - a. Document vehicle costs, usage, needs, future trends and gaps
 - b. Document current pool vehicle information: usage, types, availability, policy and procedures
 - c. Document information about current fleet maintenance policies and practices

- 3) Analyze fleet usage information to include:
 - a. Business vs. non-business (personal) use;
 - b. Analyze alternatives to personal vehicle usage for business trips;
 - c. Over utilization
 - d. Under utilization
 - e. Justification
- 4) Benchmark each County to comparable organizations and best practices

Phase Two:

- 5) Pool vehicles
 - a. Analyze effectiveness and gaps of current practices;
 - b. Explore alternatives
- 6) Review and Recommend fleet size and vehicle types (rightsizing recommendations)
- 7) Fleet Maintenance
 - a. Determine possible future fleet maintenance strategies;
 - b. Compare costs and effectiveness of options
 - c. Recommend fleet maintenance management strategies
- 8) Analyze mileage reimbursement for personal vehicle usage for business
 - a. Review and recommend alternatives to current reimbursement policies for use of personal vehicles for business use
- 9) Review and recommend options for fleet cost allocation models.
- 10) Review and recommend life-cycle costing models for future fleet decisions.
- 11) Review and recommend fleet financing options.
- 12) Prepare final report to include fleet policy options and recommendations including best practices and recommendations to address SWOT analysis. All recommendations should focus onto increase effectiveness and efficiency of operation for consideration of County policy makers.

Consultant may choose to propose additional services based on their experience, work processes and past engagements with similar clients. See Proposal Requirements – Optional Information for instructions concerning the separation of additional proposed services. Johnson and Scott Counties reserve the right to contract for Phase One services only or Phase One and Two together.