



RFP PTD24-008

**Hydrogen Fueling Station and Supply of Liquid
Hydrogen**

**Pre-Offer Conference
October 21, 2024**

Housekeeping

- Meeting purpose is to provide solicitation clarifications
- Attendance
 - Appointment only attendees
 - No recording allowable

WebEx Meeting Question Format

- Use the chat feature to direct questions to the Procurement Officer
- Procurement Officer will read the question to city staff for the response
- Official Answers will be posted in the form of an Addendum

Pre-Offer Conference Agenda

RFP Schedule

Solicitation Overview

Proposal Instructions

Scope of Work

Terms and Conditions

Transparency Policy

RFP Schedule of Events

Pre-Offer Conference	10/21/2024 2:00 PM
Written Inquiries Due	10/28/2024 5:00 PM
Proposals Due	11/12/2024 2:00 PM
Contract Start Date	~ January, 2025



Solicitation Overview

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- Section I Introduction
- Section II Solicitation Instructions
- Section III Scope of Work
- Section IV Evaluation Process
- Section V Standard Terms and Conditions
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- Section VII Defense and indemnification
- Section VIII Insurance Requirements
- Section IX Submittals

Solicitation Overview

ATTACHMENTS

Attachment A PTD24-008 Price Proposal

EXHIBITS

Exhibit 1 PTD Transit Locations and Shifts

Exhibit 2 Overhead Site Plan

Exhibit 3 Fueling Site Photos

Exhibit 4 Fueling Site Detail

Solicitation Overview

Section No. 9 - Submittals

SUBMITTALS

Attachment B - Groups Offered

Attachment C - Costs and Payments

Attachment D - 24 Hour Emergency Contact

Attachment E - References

Attachment F - Conflict of Interest and Transparency

Attachment G - Addenda Certification

Attachment H – Offer Page

Attachment I – Acceptance Form

Attachment J – Contractor Licensing Requirements

Attachment K – Financial Responsibility Questionnaire

Proposal Instructions

Section No. 2.16 – Offer Evaluation Criteria

Evaluation Criteria (maximum 1000 points)

Criteria #1: Method of Approach (Technical Proposal Tab 1) - (400 Points)

Criteria # 2: Qualifications and Experience (Technical Proposal Tab 2) - (300 Points)

Criteria #3: Price (Price Proposal) – Attachment A – (300 Points)

Proposal Instructions

Section No. 2.35 – Technical Proposal Package

Technical Proposal

Group 1 – Mobile Fueling Station

Tab 1: Method of Approach

Tab 2: Qualifications

Group 2 – Hydrogen Fuel

Tab 1: Method of Approach

Tab 2: Qualifications

Proposal Instructions

Section No 2.36 – Price Proposal

PRICE PROPOSAL

Group 1 – Mobile Fueling Station and/or Group 2 – Hydrogen Fuel

Tab 1 Pricing Documents – Attachment A (Price Proposal)

Tab 2 All Other Required Submittals (Attachments & Licenses)

- Attachments B through K
- Required Certifications
- All other submittals required in Section 9

Proposal Instructions

Section No. 9.1 – Copies

Please submit **four** hard copies of the Offer, **but excluding the Price Proposal and Required Submittal Forms**, for the evaluation panel's review. Please also submit **one** electronic copy (on one portable drive) of the same for the evaluation panel.

Proposal Instructions

Section No. 9.2 – Technical and Price Proposal

When submitting in a sealed envelope, the Offeror shall provide the following:

- One original Technical and Price Proposal for Group 1, Group 2 or both.
- One separate flash drive containing an electronic copy (searchable in PDF format) of the Technical Proposal
- One separate flash drive containing an electronic copy (searchable in PDF format) of the Price Proposal.

Proposal Instructions

Section No. 2.7 – Exceptions

“Offerors **must not take any exceptions** to any terms, conditions, or material requirements of this solicitation. Offers submitted with exceptions may be deemed **non-responsive and disqualified** from further consideration in the CITY’s sole discretion.”

Scope of Work

The Scope of Work will be for the Contractor to provide proposals to lease or sell a liquid mobile fueler station and/or to regularly supply liquid hydrogen fuel for initial three-year contract terms, plus two optional one-year extensions.

Group 1 – Mobile Fueling Station: Offerors will design, build/refurbish, and install the Mobile Fueling Station at the City's designated location. Operations and maintenance will be performed for the length of the contract.

Group 2 – Supply of Liquid (or gaseous, as needed) Hydrogen Fuel: Offerors will regularly supply hydrogen fuel for the contract term.

Special Terms and Conditions

Section No. 6.1 – Term of Contract and 6.3 – Price

Section 6.1 – Term of Contract

- The term of this Contract will begin on or about January 2025, and will continue for a period of three years, with two one-year options for both Group 1 and Group 2.

Section 6.3 Price

- All prices submitted shall be firm and fixed for the initial two years of the contract
- Thereafter, price increases will be considered annually provided the adjustments are submitted in writing with **60 days' notice** to the Procurement Officer at PTDprocurement@phoenix.gov (accompanied with written documentation to support the increase)
- The City will be the sole judge in determining the allowable increase amount

Questions and Answers Reminder

Section No. 2.8 – Inquiries

QUESTIONS

Inquiries Form

All questions must be submitted in writing to
ptdprocurement@phoenix.gov

ANSWERS

RFP Addendum

All answers will be provided in an RFP Addendum

Transparency Policy

Section No. 2.20 – Solicitation Transparency Policy

City Code 43-36

All respondents and their representatives under penalty of disqualification will refrain from contacting anyone involved in this process other than the procurement officer.

OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED