National Renewable Energy Laboratory
Request for Proposals Number RHB-5-52468

“NREL Shuttle Service”
REQUEST FOR PROPOSALS

READ THIS DOCUMENT CAREFULLY

This solicitation is being conducted under the procedures for competitive subcontracts established by the National Renewable Energy Laboratory (NREL). NREL will award a subcontract based on the following.
- All Statement of Work (SOW) requirements being met
- The best combination of:
  - Technical factors (based on qualitative merit criteria)
  - Evaluated price (or cost)

Issue Date: 02/26/2015 Due Date: 03/20/2015 Time Due: 4:00pm Mountain Time

Technical questions must be received in writing no later than 03/05/2015

1. Solicitation Type
   Best Value Selection
   Fixed Unit Price

   Submit offers to and request information from the NREL RFP Contact below

2. NREL RFP Contact
   George Nolte, Subcontract Administrator
   National Renewable Energy Laboratory
   15013 Denver West Parkway
   Golden, CO 80401-3393
   Phone: (303) 384-7328
   Email: george.nolte@nrel.gov

   Electronic (PDF) copies of forms and appendices can be found at:
   http://www.nrel.gov/business_opportunities/related_docs.html

3. Project description: NREL Employee Shuttle Service as specified in the Statement of Work dated 02/09/15 (Attachment 1) entitled “NREL Shuttle Service.”

4. Proposed subcontract award and period of performance

   The Alliance for Sustainable Energy, LLC has entered into Contract No. DE-AC36-08GO28308 with the Department of Energy (DOE), an agency of the U.S. Government, for the management and operation of the National Renewable Energy Laboratory (hereinafter called “NREL”). All references to “NREL” in this solicitation shall mean the Alliance for Sustainable Energy, LLC.
It is the intent of NREL to award one (1) fixed unit price subcontract under this solicitation. The anticipated period of performance is a basic period (12 months) plus four (4) 12-month option periods, for a potential of sixty (60) months, if all options are exercised. The anticipated ceiling amount is $860,000 per twelve (12) month period for a total of $4,300,000.00 for the entire sixty (60) month period if all option periods are exercised.

5. **The Service Contract Act**

Federal Acquisition Regulation Clause 52.222-41, Service Contract Act (SCA) of 1965 Amended (NOV 2007) is applicable to this action and will be incorporated by reference in the resulting subcontract. The Department of Labor Register of Wage Determinations No. 2005-2081, Revision 14, dated 7/25/2014 is applicable to this procurement. SCA Wage Determinations can be found at http://www.wdol.gov.

6. **Competitive negotiated subcontract using Best Value Selection**

This solicitation shall be conducted using Best Value Selection that results in an award that is most advantageous to NREL based on the best value combination of (a) evaluated qualitative merit and (b) evaluated price (cost) of the offers submitted.

Best Value Selection is based on the premise that, if all offers are of approximately equal qualitative merit, award will be made to the offeror with the lowest evaluated price (cost). However, NREL will consider awarding to an offeror with a higher evaluated price (cost) if the offer demonstrates the difference in price (cost) is commensurate with the higher qualitative merit. Conversely, NREL will consider awarding to an offeror with a lower evaluated qualitative merit if the price (cost) differential between it and other offers warrant doing so.

7. **Qualitative Merit Criteria for Best Value Selection**

The Statement of Work (Attachment 1) in this Request for Proposal serves as NREL’s baseline requirements that must be met by each offeror.

The qualitative merit criteria establish what NREL considers the technical factors valuable in an offer. These qualitative merit criteria are performance-based and permit selection of a higher priced offer that provides higher qualitative merit.

The following qualitative merit criteria will be used to determine the technical value of the offer in meeting the objectives of the solicitation.

Each qualitative merit criteria is weighted as assigned below. All sub-criteria is considered equal in weight.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Approach/Capability</td>
<td>40%</td>
</tr>
<tr>
<td>Management</td>
<td>20%</td>
</tr>
<tr>
<td>Corporate Experience</td>
<td>15%</td>
</tr>
<tr>
<td>Safety</td>
<td>25%</td>
</tr>
</tbody>
</table>

7.1 **Technical Approach/Capability:**
Provide a list of vehicles to be used in subcontract performance to include:

- **Shuttle Operating Plan (SOP).** – Provide your SOP, which should include a shuttle schedule and a set of standard operating procedures for meeting similar types of efforts in addition to how you will meet NREL needs.
  - Age and mileage of vehicles
  - Information on safety and maintenance records for the vehicles.
  - Size of vehicles and comfort for NREL employees being shuttled (number of seats, total capacity, seating configuration).
  - Use of alternative fuel or advance technology vehicles – (i.e., E85, electric, hydrogen, etc.)
  - Vehicle amenities - (i.e. bike racks, air conditioned/heat, seat belts)
  - Flexibility of schedule/ability to accommodate last minute requests.
  - Describe maintenance procedures used in servicing vehicles to ensure vehicles are maintained in proper working condition.

- **Escalation Plan:** Describe your company’s plan for contingencies when urgent demands are made for additional services. Describe the resources available to draw upon when sudden demands are made for additional services.

### 7.2 Management:

- **Organizational Structure.** Describe your organizational structure and provide a complete and detailed organizational chart.

- **Project Management.** Provide a project management outline or schematic of how your company plans to manage performance to include availability of resources, type and extent of training. Include the following:
  - Project Manager and Key Personnel responsible for major projects.
  - Submit resumes for the Project Manager and Key Personnel identified above that reflect years of experience in performing these types of services. Include all relevant certifications, qualifications, and licenses. Include the availability of the key personnel named to perform the required services. Provide resumes of drivers. Do not include social security numbers.
  - Describe Project Manager and Key Personnel’s availability and approach to addressing issues, considering adjustments or new service ideas, and proposing solutions.
  - Describe qualifications for drivers to include licensing requirements, training background, safety checks and any other criteria your company uses to qualify its drivers. Identify commercial licenses held by drivers.

### 7.3 Corporate Experience:

- Summarize your company’s experience with other organizations providing this type of service.

- Describe your company’s approach to providing ‘Best in Class’ employee transportation services.

- Provide a list of at least five (5) contracts or subcontracts for the same or similar services within the past five (5) years to include the following information:
• name of the contracting party,
• contracting party’s point of contact and telephone number, email address,
• contract or subcontract amount,
• type of contract or subcontract
• period of performance,
• title or description of the contract or subcontract, and;
• Status of the contract or subcontract, i.e. completed, terminated, or partially terminated. If terminated, state reason for termination.

7.4 Safety

• Provide your company’s Safety Plan. Describe how you ensure that your employees are familiar with the plan. See Attachment 4 for Safety Plan submission requirement. If your company is selected for potential award, a site specific safety plan will be required for NREL’s review and acceptance prior to starting work.
• Describe all safety training conducted with personnel and list the safety topics discussed. Describe if the training is conducted “in-house” or outsourced?
• List the types of safety training your key personnel have completed and the safety training required for the personnel proposed in your offer.
• Provide your Experience Modification Rate for each of the past three years and three year average. Preference will be given to firms who have maintained a 3-year average EMR of 1.0 or less (Attachment 5).

8. Price evaluation for Best Value Selection

After evaluation of the qualitative merit criteria, the following price evaluation will be used to determine the best value of the offer in meeting the objectives of the solicitation.

The combined qualitative merit value will be considered substantially more important than price/cost.

For evaluation purposes, the Offerors should submit a Service Hour rate for comparisons with other offers. The fixed price rate is established on a daily rate multiplied by the working days in a given month to provide the monthly billing price. Offers should be submitted on a price per day basis, as well as with the hourly operation price for NREL evaluation, with the following assumptions:

Applewood and Fed Center each have 2 vehicles that require 6 service hours to operate. So, Applewood and Fed Center each have a total of 12 service hours per day. The STM shuttle requires 2 shuttles during the morning peak, one vehicle mid-day and two vehicles again during the evening rush. This totals 18.5 service hours per day.

Applewood = 12 service hours/day
Fed Center = 12 service hours/day
STM = 18.5 service hours/day
All Offerors must complete and submit the Proposal Pricing Schedule Form (Attachment 2 to this RFP) to reflect proposed pricing for each item included in the attachment. The daily fixed unit price is based on the applicable service hours* for all shuttles the service provider would need to ensure waiting times are less than or equal to 15 minutes.

*Definition of “service hour”: time the shuttle is available to pick-up and drop-off NREL employees. A service hour does not include re-fueling, initial cleaning, maintenance or security checks at the beginning of shifts, or any other time that NREL employees cannot be shuttled to or from their NREL places of employment.

For the purposes of this Request for Proposal, a “shift” is defined as the times and hours identified in Attachment 1, Statement of Work.

9. Evaluation process

NREL will evaluate offers in two general steps:

Step One—Initial Evaluation
An initial evaluation will be performed to determine if all required information has been provided for an acceptable offer. Offerors may be contacted only for clarification purposes during the initial evaluation. Offerors shall be notified if their offer is determined unacceptable and the reasons for rejection will be provided. Unacceptable offers will be excluded from further consideration.

Step Two—Discussion, Selection, Negotiation, and Award
All acceptable offers will be evaluated against the Statement of Work (Attachment 1) and the qualitative merit criteria listed above. Based on this evaluation, NREL has the option, depending on the specific circumstances of the offers received, to use one of the following methods of selection:

(a) make individual selection(s), conduct negotiations, and make an award(s);
(b) conduct parallel negotiations with all offerors and make award(s);
(c) conduct discussions with all offerors, select successful finalists, conduct parallel negotiations with successful finalists, and then make award(s);
(d) conduct discussions with all offerors, conduct parallel negotiations with the finalists, select successful finalist(s), and then make award(s);
(e) select successful finalists, conduct successive negotiations, and make successive selections and awards;
(f) make no award(s).

10. Proposal preparation and submission information

In order to be considered timely a hard copy of the proposal must be submitted by the due date and time specified. An electronic copy of both technical and pricing proposal shall be provided to the Subcontract Administrator’s email address. Or, the electronic copy may be included as an electronic storage device with the hard copy of the proposal. Submission of the electronic copy alone does not satisfy timeliness requirements. The electronic version of the pricing proposal should be submitted in Microsoft Excel or other editable format.

a. The proposal must include a title page, including the RFP title and number, name of your organization and principal investigator (with postal address, telephone and fax
numbers, and email address). The title should be succinct and capture the essence of your offer.

b. Formatting instructions
- A page is defined as one side of an 8 ½” x 11” sheet of paper.
- Use a 12-point font.
- Maintain at least 1-inch margins on all sides.
- Copies may be either single or double sided.

c. A technical proposal in an original and six (6) copies directed toward meeting the requirements of NREL’s Statement of Work (Attachment 1) and the evaluation criteria at Section 7. The technical proposal shall include a Shuttle Operating Plan (SOP). The SOP will demonstrate the service providers’ understanding of the requirements and their ability to meet the NREL requirements. The technical merit of each of the shuttle service proposals must be contained in the combination of each offeror’s technical proposal and the service provider’s SOP. The technical proposal and the SOP should address service issues such as the planned actions in the case of bad weather (lab closures, early shut-down, etc.) and how the service provider plans on ensuring the wait-time requirements can be met in the event of a possible breakdown or other service challenges. Submission of the SOP, along with the offers' technical proposals must cover all of the evaluation criteria listed in Section 6. The evaluations of the technical proposal and the SOP will constitute the entire technical score for each of the prospective service providers. The Shuttle Operating Plan will be incorporated into the Statement of Work for the successful Offeror.

d. A completed “Price/Cost Proposal Form” form in original and 5 copies submitted with the offer (Attachment 2). An individual offeror’s price/cost proposal standard format can be used if the data included is substantially the same as the NREL form. The offeror’s price/cost and delivery terms must be valid for 90 days from the date of the offer. The price/cost proposal should include support documentation for all categories of the proposed price/cost. The price/cost proposal should separate price/cost for lower-tier subcontract(s) and include support documentation for all categories of the proposed lower-tier subcontract(s) price/cost. (see Price/Cost Proposal preparation instructions (Attachment 2). Prices will be evaluated on the basis of lowest cost, but firms who can offer a fixed rate per service hour as well as a fixed daily rate should note so on the Price/Cost Spreadsheet – Attachment 2.

e. A completed “Representations and Certifications” form in an original and 1 copy. (See website)

f. EITHER the “Organizational Conflicts of Interest Representation Statement” OR the “Organizational Conflicts of Interest Disclosure Statement” (See website).

g. Company’s Health and Safety Plan (See Attachment 4)

h. Completed Environmental Health & Safety Offeror’s Risk Evaluation Worksheet (Attachment 5)

i. A cover letter including a summary statement indicating acceptance of the proposed Statement of Work or any change with the reason(s). (Attachment 1)
j. A cover letter including a **summary of deviations/exceptions** (if any) to the subcontract schedule and the standard terms and conditions and/or the intellectual property terms and conditions in the appendices. The offeror will explain any exceptions (including deviations and conditional assumptions) taken with respect to the subcontract schedule and terms and conditions. Any exceptions must contain sufficient amplification and justification to permit evaluation. Such exceptions will not, of themselves, automatically cause an offer to be termed unacceptable. A large number of exceptions or one or more significant exceptions not providing any obvious benefit to the Department of Energy or NREL may, however, result in rejection of such offer as unacceptable.

k. This solicitation **does not** allow the submittal of facsimile proposals.

j. This solicitation **does not** commit NREL to pay costs incurred in the preparation and submission of a proposal in response to this RFP.

11. **Solicitation Provisions**—full text provided

a. **Late submissions, modifications, and withdrawals of offers**

Offers, or modifications to them, received from qualified organizations after the latest date specified for receipt may be considered if received prior to award, and NREL determines that there is a potential price (cost), technical, or other advantage, as compared to the other offers received. However, depending on the circumstances surrounding the late submission or modification, NREL may consider a late offer to be an indication of the offeror’s performance capabilities, resulting in downgrading of the offer in the technical evaluation process. Offers may be withdrawn by written notice received at any time before award. Offers may be withdrawn in person by an offeror or an authorized representative, if the representative’s identity is made known and the representative signs a receipt for the offer before award.

b. **Restrictions on disclosure and use of data**

Offerors who include in their proposals data that they do not want disclosed to the public for any purpose or used by the government or NREL, except for evaluation purposes shall—

1. Mark the title page with the following legend:

   “This offer includes data that shall not be disclosed outside the government or NREL and shall not be used or disclosed—in whole or in part—for any purpose other than to evaluate this offer. If, however, a subcontract is awarded to this offeror as a result of—or in connection with—the submission of this data, the government or NREL shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting subcontract. This restriction does not limit the government or NREL’s right to use information contained in this data if obtained from another source without restriction. The data subject to this restriction are contained on pages [insert page and line numbers or other identification of pages] of this offer”; and

2. Mark each page of data it wishes to restrict with the following legend:

   “Use or disclosure of data contained on this page is subject to the restriction on the title page of this offer.”
c. RESERVED

d. Disclaimer

NEITHER THE UNITED STATES; NOR THE DEPARTMENT OF ENERGY; NOR ALLIANCE FOR SUSTAINABLE ENERGY, LLC; NOR ANY OF THEIR CONTRACTORS, SUBCONTRACTORS, OR THEIR EMPLOYEES MAKE ANY WARRANTY, EXPRESS OR IMPLIED, OR ASSUME ANY LEGAL LIABILITY OR RESPONSIBILITY FOR THE ACCURACY, COMPLETENESS, OR USEFULNESS FOR ANY PURPOSE OF ANY OF THE TECHNICAL INFORMATION OR DATA ATTACHED OR OTHERWISE PROVIDED HEREIN AS REFERENCE MATERIAL.

e. Solicitation disputes

The General Accountability Office and the Department of Energy do not accept or rule on disputes for solicitations for Requests for Proposals issued by Management and Operating Contractors for the Department of Energy (operators of Department of Energy National Laboratories). Should an offeror have any concerns regarding the NREL solicitation process or selection determination, the offeror may contact Mark Barela, Advocate for Commercial Practices, at (303) 384-7559. NREL will address each concern received from an offeror on an individual basis.

a. (Lower-Tier) Small Business Subcontracting Plan (derived from FAR 52.219-9)

The following requirement does not apply to small business offerors.

Proposals submitted in response to this solicitation shall include a lower-tier subcontracting plan that separately addresses lower-tier subcontracting with small business, small disadvantaged business, and women-owned small business concerns. If the offeror is submitting an individual subcontract plan, the plan must separately address lower-tier subcontracting with small business, small disadvantaged business, and women-owned small business concerns, with a separate part for the basic subcontract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant subcontract. The lower-tier subcontracting plan shall be negotiated within the time specified by the NREL Subcontract Administrator. Failure to submit and negotiate a lower-tier subcontracting plan shall make the offeror ineligible for award of a subcontract. (see website)

12. Solicitation provisions—incorporated by reference—general access

This solicitation incorporates one or more solicitation provisions by reference with the same force and effect as if they were given in full text. The following documents can be downloaded from the NREL general access website at http://www.nrel.gov/business_opportunities/related_docs.html or the NREL RFP Contact (see item 2) will make full text available upon request.

- NREL Standard Terms and Conditions for Subcontracts and Purchase Orders for Commercial Items:
  - Appendix B-3 (dated 07/11/2014)

- NREL Intellectual Property Provisions:
  - Appendix C-3 (dated 03/26/2012)
13. **NAICS Code and Small Business Size Standard**
   
a. The North American Industry Classification System (NAICS) for this solicitation is 485999.

b. The small business size standard for 485999 is $15,000,000.00 in annual receipts. (Annual receipts of a concern means the annual average gross revenue for the last three fiscal years.)

14. **Notice Regarding NREL Payments to Subcontractors**
   It is NREL’s standard practice to make all payments to domestic subcontractors via electronic (ACH) payments or to international subcontractors via wire transfers. Any Offeror receiving notification of an award under this solicitation must complete and submit a "Request for ACH/Wire Banking Information" form to the applicable NREL Subcontract Administrator. Payments to subcontractors will be deposited directly into the subcontractor’s designated bank account in accordance with the banking account/wire transfer information provided on the form by an authorized company representative. An electronic (PDF) copy of the form can be found at: [http://www.nrel.gov/business_opportunities/related_docs.html](http://www.nrel.gov/business_opportunities/related_docs.html).

Attachments:

Attachment 1 – Statement of Work dated 02/09/15  
Attachment 2 – Pricing/Cost Proposal Form  
Attachment 3 – Sample Subcontract  
Attachment 4 – NREL Guidelines for Preparing a Subcontractor’s Health & Safety Plan –Non-Construction  
Attachment 5 – Environmental Health and Safety Offeror Risk Evaluation Worksheet (EH&S) dated November 2012  