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Date August 21, 2006

**APPROVING ISSUANCE OF REQUEST FOR PROPOSALS FOR A CITY FLEET OPTIMIZATION STUDY**

WHEREAS, various City departments perform vehicle and equipment acquisition, routine maintenance, mechanical repair and remarketing at multiple locations; and

WHEREAS, in FY 2004, the City Council reduced allocations for vehicle equipment replacement by fifty percent; and

WHEREAS, City staff has endeavored to reduce the size of the fleet but has not been able to make significant reductions due to service requirements; and

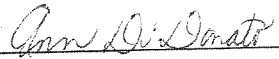
WHEREAS, the Public Works Department recommends that a Request for Proposals be issued for consultant services to determine vehicle and equipment optimization, recommendations on maintenance guidelines, necessary staffing levels, and replacement funding requirements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, that the Procurement Division be and is authorized to issue an RFP to identify possible consultant vendors to determine vehicle and equipment optimization, recommendations on maintenance guidelines, necessary staffing levels, and replacement funding requirements.

Moved by \_\_\_\_\_ to adopt.

(Council Communication No. 06-538)

APPROVED AS TO FORM:

  
 Ann DiDonato  
 Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
HENSLEY				
KIERNAN				
MAHAFFEY				
VLASSIS				
TOTAL				
MOTION CARRIED				APPROVED

**CERTIFICATE**

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 City Clerk

**Request for Proposals  
City of Des Moines Vehicle and Equipment Fleet**

The City of Des Moines is seeking qualified consulting firms to perform consulting services to determine vehicle and equipment optimization, recommendations on maintenance guidelines, and replacement funding requirements. A copy of this Request for Proposals (RFP) is being sent to various consulting firms.

**Background**

Des Moines is the capital city of Iowa with a population approaching 200,000. The City employs more than 1,900 people to provide all customary municipal services including but not limited to aviation, park and recreation, planning and engineering, police and fire protection, public works, etc.

The City performs its own acquisition, re-marketing, mechanical repair, and routine maintenance services at multiple locations including the maintenance facilities at the Aviation Department, Fire Department, Park and Recreation Maintenance Shop, Public Works Fleet Services Division, and Wastewater Reclamation Facility.

Staff utilizes in excess of 921 vehicles and 1,335 pieces of equipment to deliver required services. Attached is a listing of the number of vehicles and pieces of equipment maintained by each of the maintenance centers.

**Professional Services Requested**

The selected consultant will be required to provide the following products:

1. Evaluation of and report on vehicle and equipment optimization.
2. Recommendations on maintenance and repair practices to include staffing complement.
3. Recommendations on amount of required replacement funding.

**Statement of Qualifications**

Consultants are requested to submit a response to this RFP including a statement of qualifications describing their ability to perform the professional services requested. All consultants are asked to respond to this solicitation by accepting or declining it.

The Statement of Qualifications shall be a document of no more than ten (10) double-sided pages or twenty (20) single-sided pages between covers. Any Statement of Qualifications with excess pages will not be considered. A Selection Committee will review respondent's submittals. Emphasis should be placed upon providing information concerning your level of staff availability, your experience with similar projects, and your approach to completing the proposed project. The Statement of Qualifications should include the following information:

1. Experience providing similar services including examples of similar work for municipalities
2. References
3. The process to evaluate and make recommendations
4. Implementation plan
5. Timeline

The Selection Committee may interview one or more firms and make its recommendation to the Des Moines City Council. The consultant deemed best qualified based on the competitive criteria and the interview will be recommended for contract award. Subsequently, the City will negotiate a contract with the consultant based on a mutually agreed upon scope of services, which will be forwarded to the Council for approval.

It is anticipated that consultant selection should occur by October 2006. A Notice to Proceed will be issued to the selected consultant only after the Des Moines City Council has approved the consulting services agreement for this project.

### **Evaluation Factors**

The Selection Committee will use the following competitive criteria to evaluate responses. Points will be awarded according to how well each Statement meets these criteria. The maximum number of points to be awarded is 100.

- I. Conceptual Approach (maximum award of 30 points)
  - A. Extent to which the approach is innovative and practical in achieving vehicle and equipment optimization.
  - B. Degree of commitment to the project.
  - C. Comprehensive nature of the scope of work.
  - D. Realistic and timely schedule to conduct the work.
- II. Team Performance Including Sub-consultants (maximum award of 30 points)
  - A. Degree to which the qualifications of the project team are sufficient and the firm has the management capacity to conduct the project.
  - B. Extent to which the work tasks correlate with the proposed scope of work.
  - C. Extent of knowledge of public fleet departments, municipal vehicle fleet funding alternatives, municipal operations, special public safety requirements, Hybrid vehicles and alternative fuels, and vehicle re-marketing strategies.
  - D. Quality of sub-consultants' expertise to assist in project completion.

### III. Experience (maximum award of 20 points)

- A. Degree to which members of the project team have completed similar and related projects between 2000 – 2006.
- B. Proven ability to provide implementation guidance.
- C. A minimum of 10 references from comparably equipped, similarly sized governmental agencies.

### IV. Cost (Maximum award of 20 points)

- A. Cost of services requested

Award of contract, if any, will be to the consultant deemed best qualified by the City of Des Moines, in accordance with the evaluation factors, to perform the services outlined in this RFP.

#### **Additional Information**

An officer of the firm empowered to bind it shall sign the proposal and written responses if the City requests additional information. Upon receipt, the response will become the property of the City of Des Moines, without compensation to the responding firms, and will not be returned. All firms that submit a proposal will receive a written response as to which firm (or project team) the Des Moines City Council selects to proceed with contract negotiations and award for service related to this RFQ.

#### **Reservation of Rights**

The City of Des Moines reserves rights to:

1. Reject any and all proposals received in response to this RFP.
2. Waive or modify any irregularities in the proposal.
3. Request additional information or modifications to proposals prior to award if such is in the best interests of the City of Des Moines.
4. Use any ideas submitted in the Statements of Qualifications received, unless covered by legal patent or proprietary rights.
5. In the event of unsuccessful contract negotiations or contract termination, enter into contract negotiations with other qualified firms that submitted acceptable Statements of Qualifications.

**Statement Deadline**

The City of Des Moines must receive an original and 10 copies in a sealed envelope of the Statements of Qualifications in response to this solicitation by 4 PM on \_\_\_\_\_, 2006. Late Statements of Qualifications will not be accepted. They will be returned to the consultant unopened. Statements must be complete in meeting the requirements of the RFP. Additional information provided after the deadline will not be considered unless specifically requested by the City of Des Moines.

Responses shall be submitted to:

City of Des Moines Purchasing Office  
ATTN: Michael L. Valen, Procurement Administrator  
400 Robert D. Ray Drive  
Des Moines, IA 50309

**Requests for Clarification**

All requests for clarification related to this RFP must be made in writing by e-mail ([mvalen@dmgov.org](mailto:mvalen@dmgov.org)), by FAX at (515) 237-1668, or by U.S. Mail to the Purchasing Agent by \_\_\_\_\_ on \_\_\_\_\_, 2006. Responses to all requests for clarification will be sent no later than \_\_\_\_\_, on \_\_\_\_\_, 2006 by regular U.S. Mail.

Attachments:

City of Des Moines Listing of Vehicles and Equipment

**City of Des Moines**  
**Listing of Vehicles and Equipment**

Aviation

- 43 passenger vehicles, sedans, light trucks
- 10 trucks > 20,000 GVW
- 2 heavy off-road equipment
- 102 field maintenance equipment for snow and ice control and grounds keeping

Fire

- 43 passenger vehicles, sedans, light trucks
- 2 trailers
- 1 boat
- 28 pieces of fire apparatus including HazMat response equipment

Park and Recreation

- 400 pieces of equipment associated with the construction and maintenance of parks facilities

Public Works

- 457 passenger vehicles including sedans and light trucks
- 100 patrol units
- 156 trucks >20,000 GVW
- 55 trucks < 20,000 GVW
- 733 pieces of equipment to include: front-end loaders, motor grader/patrols, track loaders, paving machines, rollers, skid loaders, catch basin cleaners, street sweepers, cranes, boom and aerial lift equipment, and other types of equipment required in the excavation and construction trades; motorcycles, farm tractors, boats, trailers, and mowers

Wastewater

- 43 passenger vehicles including sedans and light trucks
- 14 trucks > 20,000 GVW
- 67 pieces of equipment associated with buildings and grounds maintenance and land application of bio-solids