

January 25, 2010



**REQUEST FOR QUALIFICATIONS
For**

**Design, Construction, Operation and Maintenance of a
Compressed Natural Gas Facility**

Thank you for considering the attached Request for Qualifications (RFQ). If you are interested in submitting a Response, please follow these instructions:

Only RFQ Documents downloaded from the City's website (www.cityofirvine.org) shall be considered official, as the City needs to track RFQ holders in case an addendum is issued.

No Late Responses Will Be Accepted.

Due Date and Time:

No Later Than 4:00 p.m. on Thursday, February 22, 2010

RFQ Number:

10-2503

This RFQ number must be referenced in the proposal document, which must be submitted electronically via the City's website. The document shall be limited to 25 pages.

Only firms who have registered and downloaded the RFQ document from the City's website (BidsOnline system) may submit a Statement of Qualifications.

Statement of Qualifications Submittal: Statement of Qualifications must be submitted via the City's BidsOnline system as a PDF file. No other form of submission will be accepted. Please refer to the Submittal Instructions section of this RFQ for details.

ALL STATEMENTS OF QUALIFICATIONS MUST BE SUBMITTED ON THE WEBSITE NO LATER THAN 4:00 P.M. ON FEBRUARY 22, 2010. NO LATE STATEMENTS OF QUALIFICATIONS WILL BE ACCEPTED.

Any requests for clarification or other questions concerning this RFQ must be submitted in writing and sent via email to Alfonso Gomez with a copy to Portia Mina (as shown below) no later than February 8, 2010 at 4:00 p.m.

ALFONSO GOMEZ, MGMT ANALYST
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PORTIA MINA, SENIOR BUYER
949-724-6184
pmina@ci.irvine.ca.us

The City of Irvine reserves the right to reject any or all Statements of Qualifications, to waive any informality in any Statements of Qualifications, and to select the Statements of Qualifications that best meet the City's needs.

Design, Construction, Operation and Maintenance of a Compressed Natural Gas Facility

INTRODUCTION / PURPOSE

This Request for Qualifications (RFQ) is issued for the sole purpose of obtaining information regarding the qualifications and expertise of a company to design, construct, operate, maintain and supply fuel for a compressed natural gas (CNG) fueling station at no cost to the City of Irvine on City property.

The Respondents determined to be the most qualified may then be invited to submit formal proposals. This solicitation is to assist the City of Irvine in determining potential candidates only. No solicitation for proposals is currently available.

Statements of Qualifications must be submitted electronically no later than the date and time stated on this RFQ cover sheet.

PROJECT OVERVIEW / SCOPE OF WORK

The City of Irvine has an existing contract with Clean Energy to operate, maintain, and supply CNG fuel at its Operation Support Facility (OSF). This facility is a public access station located at 6427 Oak Canyon. This public access station services approximately 3,000 vehicles monthly, ranging from light duty vehicles to heavy duty vehicles such as buses and waste management truck haulers. The current station is operating at maximum capacity at a consumption of approximately 30,000 gasoline gallon equivalent (GGE) per month. It is the City's desire to contract with a CNG fuel provider to design, permit, supply equipment, construct, operate, maintain and finance the fueling station at no cost to the City. Since the current station is operating at maximum capacity, the new design may need to accommodate greater storage and dispensing capabilities. The initial term of the contract would potentially be for 10 years with the option to renew for terms yet to be determined. In anticipation of a future expansion to the OSF site within the next 5 to 10 years, the City may consider the possibility of relocating this newly installed CNG fueling station once the future OSF site layout is determined.

INSTRUCTIONS FOR RESPONDENTS

Response Format and Content

Responses are to be prepared in such a way as to provide a straightforward and concise discussion of the firm's ability to satisfy the requirements herein. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements and on completeness and clarity of content.

In order to facilitate the evaluation and comparison of responses, it is **mandatory** that all responses be submitted in the format order described in this Section. Additionally,

responses must include all the requested information. Failure to comply with these requirements may be cause for rejection.

1. **Cover Letter with Signature** – A cover letter, which shall be considered an integral part of the response, shall be signed by individual(s) who is/are authorized to bind respondent contractually. The signature(s) must indicate the classification or position that the individual(s) holds.
2. **Company Profile** – Please provide:
 - a. General company information including date of incorporation, location of offices; number of employees, engineering credentials, insurance coverage, and bank references;
 - b. Summarized financial information including latest CPA firm audited Balance Sheet and Profit and Loss Statement. Publicly traded firms should include their most recent annual report. Private firms shall submit financial information in a separate sealed envelope marked, “Confidential”
3. **Minimum Qualifications** – To effectively implement a successful project, the City is seeking a CNG fuel provider that can provide the following evidence.
 - a. Must provide a list of at least three (3) prior public sector CNG public access fueling stations within California, within the last seven years, that have been designed, permitted, constructed, maintained and operated at no cost to a public agency, with a capacity of service to more than 2,500 vehicles and/or 30,000 GGE on a monthly basis. Include name of agency, contact information, designer, date work started, date work completed, location of facility, and installed capacity.
4. **Experience** – Please provide:
 - a. Summary of experience working with public sector entities.
5. **Qualifications** – Please provide:
 - a. Summary of knowledge of the City of Irvine's, County of Orange's and State of California's applicable regulations, codes and standards as well as Federal Regulations applicable to the design, permitting and construction of a CNG fueling station.
 - b. Summary of experience on projects that have been designed and constructed to allow for the capability of future expansion to meet peak fuel demands.
 - c. Demonstrated ability to provide alternative/temporary fueling sites for City owned vehicles during downtime due to construction activity or other interruptions to the station.
 - d. Demonstrated ability to respond on a 24/7 basis for unscheduled maintenance repairs with a maximum of a 2 hour response time.

6. **Personnel Qualifications** – Please provide:

- a. Provide a proposed project management team which shall include specific experience in the areas of design, permits, construction, maintenance and operations. Include their respective years of service experience, including capacity and magnitude of type of work. Also provide a list of any applicable professional licenses or engineering credentials required by the nature of this type of work. Also, provide a list of any applicable professional licenses or engineering credentials required by the nature of this type of work.

The Respondents determined to be the most qualified may then be invited to submit formal proposals.

RESPONSE REVIEW AND EVALUATION

Validation

Responses shall include all the information required to comply with this RFQ. Absence of required information may be cause for rejection.

Evaluation

Responses shall be evaluated by committee. Responses shall be evaluated in accordance with the criteria below.

If the Respondent meets the Pass requirements on the minimum qualifications and financial stability, only then will the selection committee continue with the review process. By submitting a statement of qualifications, the Respondent accepts the evaluation process and acknowledges that determination of the most qualified firms will require subjective judgment by the City's selection committee based on the aforementioned criteria. Respondents judged to be the most qualified may then be invited to submit formal proposals. This solicitation is to assist the City of Irvine in determining potential candidates only. No solicitation for proposals is currently available.

Minimum Qualifications..... Pass/Fail

Financial Stability.....Pass/Fail

1. **Experience/Personnel Qualifications.....40%**
2. **Service Capability Qualifications.....30%**
3. **Knowledge of Applicable City, County, State and Federal Codes, Regulations and Procedures.....20%**
4. **Responsiveness to Request for Qualifications.....10%**

SUBMITTAL INSTRUCTIONS

Statements of Qualifications must be submitted electronically by visiting the City's website at www.cityofirvine.org/purchasing. Click the link under "register your firm" and then enter your User Name and Password. Click "Bid Opportunities" then select the RFQ 10-2503. Click on "Bid Online Now" and then follow instructions.

The deadline for submitting Statements of Qualifications is February 22, 2010 at 4:00 p.m. However, submittals may be submitted at any time prior to the deadline. (Submitted Statement of Qualifications may be withdrawn and resubmitted at any time prior to the deadline, and cannot be viewed by City staff until the close date and time.)

Late Statements of Qualifications will not be accepted.

Statements of Qualifications must be submitted via the City's BidsOnline system as a PDF file. No other form of submission will be accepted. Large files may take time to upload so plan the timing of your submittal accordingly.

Statement of Qualifications Submittal:

- Name your file "10-2503_companyname" but do NOT exceed 20 characters or your file will not upload. If your name is too long, then abbreviate. Failure to upload document shall result in disqualification.
- If the Statement of Qualifications contains more than one file, you should create a zip folder, containing the various PDF documents.
- Name the zip folder "10-2503_companyname."

To create a zip folder:

- Right click on your desktop
- Select "New," and then "Compressed Zip Folder"
- Name the folder "10-2503_companyname."
- Drag your various PDF documents into the Folder

Mac users

- Create a folder for your files and name it "10-2503_companyname"
- Drag your various PDF documents into the folder
- Right-click the folder and select "create archive"