

NOTICE POSTED: February 3, 2017

DUE DATE: March 1, 2017 @ 10:00 a.m. prevailing time

PUBLIC READING: All proposals/responses will be opened at the City Council Chambers on March 1, 2017 @ 1:00 p.m.

TAKE NOTICE: The City of Bayonne, 630 Avenue C, Rm. 15, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the “Client/Owner,” “City of Bayonne” and/or “City”) is seeking Qualifications and/or Proposals for the establishment and maintenance of a Bicycle Share Program within the City of Bayonne in accordance with a “fair and open” contracting process as defined in the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44-20.4 et seq.):

The CITY OF BAYONNE is soliciting responses/proposals to the City’s RFQ/RFP for the provision of the following services:

BICYCLE SHARE PROGRAM

The City of Bayonne is seeking responses/proposals from qualified firms to provide for the establishment, maintenance, and administration of a Bicycle Share Program within the City of Bayonne at the direction of the City administration and its various managing Departments.

CONTRACT TERM:

The contract time period will be for a period not to exceed five (5) years commencing from the date the contract is awarded.

GENERAL REQUIREMENTS:

Bicycle Minimum Requirements

- A.** Minimum of 40 bicycles distributed throughout 4 strategically located stations within the City of Bayonne.
- B.** Bicycles must be equipped with secure bike locks and appropriate safety instrumentation, such as lights, reflective strips, bells, etc.
- C.** In order to reduce theft and vandalism, bicycles should utilize parts that are not interchangeable with regular, commercially available bikes.
- D.** Bicycles shall have baskets or compartments for carrying typical items, such as laptop bags or groceries.
- E.** Bicycles must be equipped with kickstands and easily adjustable saddles to accommodate users with a range of heights.
- F.** Bicycles must be weather-proof, belt driven as an option, provide puncture-resistant tires, and have an aluminum frame or other corrosion/rust-resistant material, rustproof chains, chain-guards, mudguards, rust resistance for other components, etc.
- G.** Space to incorporate advertising is preferred.

Station Minimum Requirements

- A.** Payment authorization technology that can allow future interoperability with other bike share systems is preferred.
- B.** All stations will be sited by mutual agreement between the Contractor and the municipality. Additional approvals may be required for stations sited on non-municipal property (e.g. any stations and/or impact on County roads would need to be reviewed by the Hudson County Engineering Department and Planning Division).
- C.** Bicycle station components must be theft, tamper and graffiti resistant.
- D.** The stations must have the capacity for lighting to be added as needed to impede vandalism and facilitate nighttime use.
- E.** All station infrastructures must be modular and moveable, requiring minimal to no excavation or trenching.
- F.** Solar powered station terminals are strongly preferred.
- G.** Weather-proofing materials should be utilized when practical and should include corrosion-resistant components and other allowances for high humidity, salt air, and occasional heavy rains.
- H.** Each station must provide a lighted map or signage showing locations of other stations.
- I.** Space should be provided at stations for advertising.

System Minimum Requirements

- A.** The system must be flexible and accessible enough for modifications to pricing, time limitations, and location information to be made easily.
- B.** The system must provide a smartphone app (iOS, Android) to guide users to nearby stations or nearby vacant docks, to notify users of their time limitations, and communicate with the operator about maintenance issues, etc.
- C.** All registration methods must require potential users with the capability to sign liability waivers.
- D.** System must include a method for collection of data such as, number of times each bicycle is used, average trip duration, etc. Data will not be proprietary and will be provide to the Municipalities for analysis and use, and they will reserve the right to make the data publicly available.

Advertising/Sponsorship/Partnerships

Qualified vendors should have demonstrated experience in brokering sponsorships and partnerships for outdoor advertising for bike sharing systems. Additionally, all proposals should include a plan for generating revenue that may include outdoor advertising, electronic advertising, station sponsorships, system-wide sponsorships, event sponsorships, and other partnerships.

INSURANCE AND INDEMNIFICATION:

The Contractor shall be required to have the following insurance coverage. Said coverage or certification of ability to obtain said coverage immediately upon contract award, shall be applicable to this proposal and be made a part of the proposal documents:

INSURANCE REQUIREMENTS:

Worker's Compensation Insurance

Workers Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6

General Liability Insurance

The contractor shall furnish evidence to the City prior to commencement of the work that he/she or any of his/her subcontractors perform and will provide Standard Liability for any operations to be performed by contractor or subcontractors as follows:

General liability insurance shall be provided with limits of not less than \$1,000,000 for any occurrence and \$2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

Automotive Liability Insurance

Automotive liability insurance covering the contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 for any one occurrence and \$2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

Professional Liability Insurance

Professional liability insurance covering contractor for claims arising from its representation of the municipality with limits of not less than \$1,000,000 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

THE PRECEDING INSURANCE REQUIREMENTS MAYBE AMENDED BEFORE THE ISSUANCE OF THE FINAL CONTRACT AT THE SOLE AND ABSOLUTE DISCRETION OF THE CITY ON A CASE-BY-CASE BASIS.

CERTIFICATES OF THE REQUIRED INSURANCE:

Certificates of Insurance for those policies required shall be with an insurance company authorized to do business in the State of New Jersey and shall name the City as an additional insured.

INDEMNIFICATION:

The contractor shall indemnify, defend, and save harmless the City, at the contractor's own cost and expense, from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him, by reason of any act or omission of the said contractor, his agents or employees, in the delivery of goods or services, execution of the work, or in the guarding of it.

WORK PRODUCT/DELIVERABLES:

All work products of the Contractor which result from this contract are the exclusive property of the City of Bayonne.

FEE SCHEDULE:

Provide a cost proposal consisting of information on your fee structure(s) based on the scope of services indicated herein, including anticipated reimbursable costs and revenue sharing projections.

EVALUATION PROCESS:

An evaluation team will review all responses/proposals to the RFP/RFQ. The team will determine if the responses/proposals satisfy the RFP/RFQ Requirements, determine if a response/proposal should be rejected and then evaluate the responses/proposals based upon the Evaluation Criteria.

The highest-ranking respondent will then be recommended to the governing body for award of contract, based on rates and other factors. Multiple contracts may be awarded at the City's discretion. Listed below are the criteria that the CITY OF BAYONNE will consider in the evaluation of each response/proposal. The arrangement of the criteria does not imply order of importance in the selection process. All criteria will be used to select the successful respondent.

1. Requirements

Possess the general requirements stated herein.

2. Understanding of the Requested Work

The responses/proposals will be evaluated for general compliance with instructions and requests issued in the RFQ-RFP. Non-compliance with significant instructions shall be grounds for disqualification of responses/proposals.

3. Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

4. Management, Experience and Personnel Qualifications

Expertise of the respondent shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to those requested in this RFQ-RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Response/Proposal.

5. Ability to Complete the Services in a Timely Manner

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.

6. Cost & Revenue Sharing

Price or revenue sharing between the vendor and the municipality shall be based on rates or rates of return set forth in the RFQ or where a cost proposal is required (RFP), as submitted in the cost proposal.

BASIS OF AWARD EVALUATION CRITERIA

Professional Services

Bicycle Share Program

Term: Not to Exceed Five (5) Years Commencing from Contract Award

The following is the criteria for evaluation of the response/proposal. Points shall be awarded based on the information contained in the proposal for each category as listed below on a scale of 1-10, with 10 meeting all required criteria and 1 not meeting the required criteria. The highest total score shall be the basis for the contract award.

EVALUATION CRITERIA	SCORE/POINTS
TECHNICAL CRITERIA	
Vendor's response/proposal demonstrates a clear understanding of the scope of work and related objectives	
Vendor's response/proposal is complete and responsive to the technical RFP/RFQ requirements	
Vendor evidences successful past performance of like projects	
MANAGEMENT CRITERIA	
History and experience in performing similar work	
Availability of personnel, facilities, equipment, etc.	
Qualification and experience of support personnel	
Comprehensive work plan and schedule, if applicable	
Significant experience in establishment of comprehensive Bicycle Share Programs	
Proof of licensure	
COST CRITERIA	
Cost of goods/services to be provided (Revenue Sharing Information)	
Quality and quantity of vendor's service to previous clientele	
Vendor's financial ability to meet obligations	
POINTS TOTALS	

BE ADVISED THAT absent an express written notice to the contrary in the detailed requirements, all responses:

1. Are to be submitted on “The Standardized Profession Service RFQ-RFP SUBMISSION FORMS” AND,
2. Are Subject to the Standardized “General Instructions, Submission and Selection Criteria for Professional Service Contracts”.

The above mentioned standardized documents are available on the City of Bayonne Website (<http://www.BayonneNJ.org>) under the heading “Forms” by clicking on the link "Professional Service Contract Proposal\Qualification and Costs Submission" under the Purchasing Bureau heading. Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the City Law Department, 630 Avenue C, 1st Floor, Rm. 15, Bayonne, NJ 07002. The Law Department is open during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

SEALED PROPOSALS/RESPONSES SHOULD INCLUDE:

1. The above noted Standardized Profession Service RFQ-RFP SUBMISSION FORMS which include:

- a. The “Proposal, Qualifications and Costs Submission Form” signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
- b. A signed and notarized “Non-Collusion Affidavit.”
- c. A signed Disclosure of Ownership form.

2. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at: <http://www.state.nj.us/treasury/revenue/busregcert.htm>

3. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this RFQ-RFP.

SUBMISSION DEADLINE AND PUBLIC READING:

Sealed proposals/responses must be received in the City Law Department, 630 Avenue C, 1st Floor, Room 15, Bayonne, New Jersey 07002 on or before the date and time (“due date” set forth in this notice (also referred to as the “submission deadline”). The City’s Law Director and/or his designated representative will receive submissions up to the submission deadline.

The City reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in its judgment is in the best interest of the City.

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John F. Coffey II, Esq., Law Director, 630 Avenue C, Rm. 15, Bayonne, NJ 07002