CNG SITE ANALYSIS, ENGINEERING, DESIGN, AND CONSTRUCTION MANAGEMENT CONSULTANT SCOPE OF WORK

COTPA is seeking a consultant to conduct a site analysis and create initial engineering and design plans, specifications, cost estimates and bid documents for a new Compressed Natural Gas (CNG) fueling station and CNG facility upgrades for the existing fleet maintenance facility. The proposal should allow COTPA to fuel and maintain the 59 buses and 20 paratransit vehicles currently in the fleet and provide capacity for future fleet expansion.

Site & Operations Evaluation

The consultant will evaluate COTPA's existing fueling and fleet maintenance facility and operations including the site layout, existing systems, current utilities servicing the site, building condition, and fueling patterns to determine the needs for COTPA to safely and efficiently operate and fuel CNG buses and other fleet vehicles. The proposed system must allow for all buses to be fueled prior to the start of service for the day.

The consultant should determine the code requirements for the City of Oklahoma City, the State of Oklahoma, the National Fire Protection Association (NFPA), and any Authority Having Jurisdiction (AHJ) as they pertain to the servicing and storing of CNG vehicles. The study should identify the necessary CNG shop improvements for the existing maintenance facility to be in compliance with such codes to allow for work on CNG vehicles, engines, and onboard fuel and storage systems.

The firm will review COTPA's current fueling patterns to determine by vehicle type how much fuel is required, the frequency of fueling occurrences, the total quantity of fuel required and the total amount of time required to perform fueling functions. This should include both vehicles currently in the fleet, and those that may be added in the future. Fleet expansion information will be provided by COTPA. The study must also provide recommendations for mobile fueling capabilities and include a cost / benefit analysis of providing public access to CNG.

The consultant will confirm pressure and flow rate information for the proposed natural gas service, and provide an estimated annual usage of natural gas through a 10-year bus and paratransit replacement plan. The consultant will also evaluate needs for electrical service and communication services (such as phone or cable), provide an estimated annual usage for those services and coordinate with the local gas utility to determine adequate gas volume and pressure is supplied to the COTPA facility.

Design and Construction Management

The consultant will make recommendations for a CNG fueling station as to the type of fueling station (fast-fill or slow-fill), the number of fueling hoses, location of hoses, size of compressors and storage, etc. The consultant will determine site layout for a new CNG fueling station and provide the design of a compressed natural gas fueling station. They will also provide specifications for maintenance facility renovations to comply with code requirements for the City of Oklahoma City, the State of Oklahoma, the National Fire Protection Association (NFPA), and any other Authority Having Jurisdiction (AHJ). The consultant will prepare bid documents, assist in construction contractor selection and manage

construction activities by coordinating with the construction contractor, owner and the City of Oklahoma City's construction project manager.

Cost Estimates

This consultant will prepare estimates for probable cost of all equipment and installation, construction, and operations of the CNG fueling station and retrofitting the existing maintenance facility to comply with the City of Oklahoma City, the State of Oklahoma, the National Fire Protection Association (NFPA) Codes and any other local Authority Having Jurisdiction (AHJ). The cost evaluation will include approximate usage and cost for natural gas, electrical power, and communication to the site.

EVALUATION CRITERIA

The proposal will be evaluated using the following criteria:

1. Qualifications and specific experience of Key Team Members
2. Project understanding and approach, including an understanding of COTPA
3. Experience with similar types of CNG projects for transit agencies
4. Schedule

If needed, two or more of the firms/teams may be invited to an interview on or about September 14, 2015. The Project Manager and Key Team Members should attend the interview. The evaluation interview panel may include representatives from COTPA, and other agencies, but the specific composition of the panel will not be revealed prior to the interviews.

Costs for travel expenses and qualifications preparation shall be borne by the consultants. COTPA staff will provide the appropriate notice and schedule for the interviews. COTPA staff will select the most qualified consultant or consultant team based primarily on qualifications and experience in conducting very similar projects.

Once the top firm/team has been selected, COTPA staff will develop a services contract with the selected firm/team.

Once proposals are ranked the "Price, Fees, and Cost for Services" envelopes will be opened. The Proposed Price, Fees, and Costs will be negotiated with the most qualified firm. If an agreement cannot be reached, COTPA reserves the right to negotiate with the next ranked proposer until an agreement is reached on price, fees, and costs that COTPA determines are fair and reasonable.